

Sample Resume - High School - No Work Experience

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Paulette Jones
6 Pine Street Arlington, VA 12333
home: 555.555.5555
cell: 566.486.2222
email: phjones@vacapp.com

Education

Arlington High School, Arlington, Virginia
2002 – 2006

Experience

Pet Sitter

2004 – Present

- Provide pet sitting services including dog walking, feeding and yard care.

Child Care

2002 - Present

- Provide child care for several families after school, weekends and during school vacations.

Achievements

- National Honor Society: 2004, 2005, 2006
- Academic Honor Roll: 2002 - 2006

Volunteer Experience

- Big Brother / Big Sisters
- Arlington Literacy Program
- Run for Life

Interests / Activities

- Member of Arlington High School Tennis Team
- Girl Scout
- Piano

Computer Skills

- Proficient with Microsoft Word, Excel, and PowerPoint, and Internet

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6 Pine Street Arlington, VA 12333
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cell: 566.486.2222
email: phjones@vacapp.com

Education

Arlington High School, Arlington, Virginia
2002 – 2006

Experience

Sales Associate, The Retail Store
June 2005 – Present

- Maintain and restock inventory.
- Provide customer service.
- Operate computerized cash register system.

Child Care
2002 - Present

- Provide child care for several families after school, weekends and during school vacations.

Achievements

- National Honor Society: 2004, 2005, 2006
- Academic Honor Roll: 2002 - 2006

Volunteer Experience

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Resume Templates for Microsoft Word Users

Microsoft resume templates are available as a free download for Microsoft Word users to use to create a resume. Options include basic resumes, job-specific resumes (i.e. banker, computer technician, journeyman electrician) and career-specific resumes (i.e. career change, advanced degree, return to workforce).

There is also a smaller selection of resumes stored in the Templates section of Microsoft Word.

To access these resume templates from your computer:

Open Microsoft Word, then click on:

File

New

Templates or New from Template

Click on either:

Templates on Office Online (browse a large selection) or

Templates on My Computer

Other Documents (four resume templates)

To access the Microsoft Resume Templates online:

Visit [Microsoft Resume Templates](#), browse the resume templates, then click on the resume title to preview the resume sample.

Click the Download Now button, then follow the instructions to download the resume template to your computer.

Use the Resume Template to Create a Customized Resume

Once you have downloaded or opened a resume template file, type over the text in the file to create your own, personalized resume.

1515 Stanley Drive #62
Hometown, KS 66202
perry.jameson@dbplanet.com
(913) 555-1938

OBJECTIVE

To obtain knowledge of the day-to-day workings of a communications, public relations, or publishing firm through a part-time job or summer internship.

EDUCATION

Completed three years at Hometown High School.
Graduation date: May 2005.
G.P.A. 3.85. Top 5% of class.

EXPERIENCE

Newspaper Staff Member, Hometown High School

- o **Aug 2004 - present.** Features editor of campus newspaper.
- o **Aug 2001 - Aug 2004.** Researched information for news articles using library and Web sources. Composed and edited informational articles, columns, editorials, and advertising copy.

Yearbook Committee Member, Hometown High School

- o **Aug 2004 - present.** Editor-in-chief of yearbook staff. Leader of design and publication teams from initial layout through finished product.
- o **Aug 2003 - Aug 2004.** Yearbook staff member. Experience taking photographs, designing layout, and writing captions and sidebars.

RELEVANT HIGH SCHOOL STUDIES
Technical writing; advanced composition; debate; video production; computer classes providing knowledge of word processing, desktop publishing, and Web software.

HONORS, AWARDS, AND MEMBERSHIPS

- o **U.S. Media Association Scholarship recipient**
Scholarship based on academic achievement, community service, and campus participation and leadership in high school communications projects and studies.
- o **2004 Best High School Newspaper Design winner**
Central State Regional Communications Contest, sponsored by the Communications Department, State University.

- o **President of high school chapter of Future Communicators of America (FCA), 2004 - present**
Member, 2003 - present.
- o **Treasurer of National Honor Society, 2004 - present**