

**[Type your name]**  
 [Type your address]  
 [Type your city, state & zip]  
 [Type cell and/or home phone number] – [Type email address]

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<b>OBJECTIVE:</b>	[Type your objective]
<b>EDUCATION:</b>	[Type the completion date] – [Type the school name , city, state & zip] [Type the degree] <ul style="list-style-type: none"> <li>• [Type list of any accomplishments]</li> </ul>
<b>SKILLS:</b>	[Type list of skills]
<b>WORK EXPERIENCE:</b>	[Type the company name], [Type city, state & zip] [Type the start date – end date] Position: [Type job title] Duties/Responsibilities: [Type job responsibilities]
<b>INTERESTS/ACTIVITIES:</b>	[Type list of interests and clubs/activities]
<b>VOLUNTEER EXPERIENCE:</b>	[Type the organization name], [Type city, state & zip] [Type the start - end date] Duties/Responsibilities: [Type list of duties/responsibilities]
<b>ACHIEVEMENTS:</b>	[Type list of achievements]

Below is an example of a completed resume. The items listed in the resume are just examples to give you ideas of different things you can include in your resume and how you might want to consider saying it. There are multiple options listed under each category. Use what pertains to you and your experiences, plus come up with some of your own. This will at least get you started.

## SUSIE SMITH

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Lincoln, Nebraska 12345

888-888-5555 (cell) / 888-888-4444 (home) – susie@getajob.com

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### OBJECTIVE:

To obtain a position as a nanny at a day care center.

OR

A part-time job for after school and weekends.

OR

A challenging and rewarding position which will allow me to utilize my experience and expertise in organization and communications.

### EDUCATION:

2002-Present – Lincoln High School – Lincoln, NE

GPA – 3.5

OR

2002-2006 – Lincoln High School – Lincoln, NE

OR

May, 2010 – University of Nebraska - Lincoln, NE

B.A. – Business Administration and Computer Science

- Graduated Summa Cum Laude

### SKILLS:

Computer Skills

Proficient with Microsoft Word, Excel, and PowerPoint, Desktop Publishing and Internet

Strong Organizational Skills

Public Speaking Skills

Experience with Children

Auto Maintenance

Bi-lingual – speak English and Spanish

### WORK EXPERIENCE:

Hy-Vee, Lincoln, NE 12345

September 2004 - Present

Position: **Cashier**

Duties/Responsibilities:

Scan grocery items for customers and keep front end area clean.

October 1999 - August 2004

Position: **Child Care**

Duties/Responsibilities:

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

### INTERESTS/ACTIVITIES:

- Student Council Representative
- Diversity Leadership Club
- Annual Yearbook Staff
- Diamond Dancers Dance Team
- Varsity Volleyball Team
- Running
- Reading

**VOLUNTEER  
EXPERIENCE:**

Center for Survivors, Lincoln, 12345

January 2007 - Present

Help with the newsletter mailings and cleaning. Also help with the kid's workshops and group play.

St. Lukes Catholic Church, Lincoln, 12345

May 2004 - August 2006

Duties/Responsibilities:

Assisted with church bazaars and summer Bible Schools.

**ACHIEVEMENTS:**

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