**Golf caddy resume**

**1. Contact Information:**

a. Full name:  
b. Permanent addresses:  
c. Telephone & Cell phone number:  
d. Email address:

**2. Job Objective:**

Short and specific statement that includes position, industry and/or relevant skills.

**3. Job summary:**

It includes a summary for your resume. You should describe briefly education, skills, experience, abilities… that match with job specifications of employer.

For example: Highly qualified, skilled professional with more than 5 years of experience in the this field now seeking this position to utilize my experience and my knowledge.

**3. Education**

a. Degrees.  
b. All certificates related to this job.  
c. Licenses.

**4. Experience**

**a. Final company…from……to……..**  
**Key duties:**

• Carries golf bags or pushes or pulls cart that holds golf bags around golf course for players, handing clubs to players.  
• Advises players, as requested, on selection of proper club for stroke or concerning peculiarities of course.  
• Locates driven balls and holds marker out of cup while players putt.  
• Other tasks under supervisor’s management.

**Achievements** (top 3 achievements)

• Achievement No 1:  
• Achievement No 2:  
• Achievement No 3:

**b. Company: AAA**  
Key duties:  
Achievements (top 3 achievements)

**c. Company: BBB etc**  
Key duties:  
Achievements (top 3 achievements)

**d. First company.**  
Key duties:  
Achievements (top 3 achievements)

**5. Skills :**  
Mention your computer skills, languages etc.