

Sample Resumes- Recent High School Graduate

Shortly after high school graduation, Stephen has only minimal work experience, so he strengthens his resume with relevant skills gained in a variety of other ways--through classwork, odd jobs, and even helping around home.

STEPHEN SEUFERT

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Current job objective: Entry level position with a computer manufacturer.
Longer-term goal: Position in advertising, sales, and marketing of computer products

SUMMARY

- Energetic, hard working, willing to learn and accept constructive criticism.
- Strong motivation for advancing in a career.
- Enjoy contributing to a team effort and creating a good working environment
- Basic understanding of the Macintosh computer.

RELEVANT SKILLS & EXPERIENCE

Maintenance Skills

- As carpenter's helper:
 - painted interior walls
 - measured and cut lumber
 - helped with framing
 - operated power tools (saws, drills, sanders).
- Did basic home maintenance:
 - rewired lamps
 - repaired plumbing and appliances
 - built shelves
- Completed classes in:
 - electronics (built a TV scrambler from a circuit board)
 - architectural drafting
 - basic carpentry

Office Support Skills

- Assisted in inventory control and priced merchandise, as stock clerk at Robert's Market
- Cashiered at Robert's, computing and handling large sums of money.
- Answered phones as needed.
- Completed class in Marketing:
 - invented unique products
 - developed simulated marketing strategies

Computer Familiarity

- Basic understanding of Macintosh programs, MacWrite and MacPaint.

WORK HISTORY

- June, 1992-present **Stock Clerk/Cashier** ROBERT'S MARKET, Binghamton, NY
 - Summer 1991* **Valet Parking Asst.** MELO COUNTRY CLUB, Woodside, NY
- (*While in school — Plus short-term jobs as Carpenter's Helper, Waiter, Busboy, Stockwork)

EDUCATION

- Woodside High School, Woodside, NY 1992
- Binghamton Junior College, Binghamton, NY presently enrolled in night classes in computer and business administration.