

SAMPLE RESUME

Mary P. Poppins

101 Sugar Lane / Philadelphia, PA, 12345 / 777-555-3333 / Mary.Poppins@eastech.org

Objective:

To obtain an entry level position which utilizes my background and knowledge in childcare expertise.

Education:

- **Umbrella High School** Expected Graduation Date: 6/2021
3000 Spoonful Rd, Rainy, PA 19090
- **EASTERN Center for Arts and Technology** Expected Graduation Date: 6/2021
3075 Terwood Road, Willow Grove, PA 19090

Experience:

- **Dolly's Day Care** Dates of Employment: April 2016 - Present
400 W Dog Road, Hilly, PA 12345
 - Nanny
 - Assist children with homework
 - Prepare nutritious snacks for children
 - Care for children

Certifications:

- Child Care Safety 101 Certification September 2019
 - Basic childcare routines and procedures, regulations and laws regarding childcare
- CPR certified September 2019

Skills:

- Math/Reading/Writing
- Culinary Skills
- Child Behavior Management
- Communication Skills
- Patient
- Hard-Working

Community Service:

- Spoonful of Sugar Church – Food Drive August 2019
 - Organized food goods for charity food drive

References: Available upon request

SAMPLE RESUME

Patrick Starfish

987 Seaside Ave / Fishtown, PA 12345

(610) 345 – 6789 / Patrick.Starfish@gmail.com

Objective:

To obtain a part-time position in the marketing field utilizing my extensive knowledge and background of the business field.

Education:

- *Seashell High School* Expected Graduation Date: June 2021
 - *246 Wave Lane, Ocean Grove, PA*
- *Eastern Center for Arts and Technology* Expected Graduation Date: June 2021
 - *3075 Terwood Road, Willow Grove, PA*
 - *Business and Technology Professional Program*

Work Experience:

- *Sally's Salon* Employment Dates: Aug. 2018 - Aug. 2019
 - Receptionist
 - Answered and returned phone calls
 - Arranged and managed customer appointments
 - Assisted in scheduling

Skills:

- ❖ Computer Skills
 - Microsoft Word
 - Excel
 - Access
 - PowerPoint
- ❖ People Skills
 - Communication
 - Accepts criticism
 - Leadership
- ❖ Organizational Skills

Activities:

- Seaside High School Girls Basket Ball Team September 2019 – June 2020

References: Available upon request

SAMPLE RESUME

Daisy Doodle
456 Sunshine Lane / Sparkle, PA 19111
(555) 111-2233 / DDoodle@gmail.com

Objective:

I am a motivated, aspiring finance and accounting professional seeking an opportunity to learn alongside industry leaders in the tech space where I can apply my skills and further develop my passion for mathematics.

Education:

Blueberry High School

Graduation Date: May 2019
GPA: 3.8

Relevant coursework: Intro to Business Studies, Calculus 1 & 2, Advanced Geometry

Work Experience:

Crane & Jenkins

September 2018 – November 2018

Finance & Accounting Internship

- *Performed systems analysis, testing and documentation for existing processes*
- *Organized process to decrease time spent reviewing by 10%*
- *Project team selected as winner for most innovative at program-end*

Thompson's Grocery

June 2015– September 2017

Cashier

- *Strategically plan ahead according to high traffic times of day*
- *Handle register during high pressure*
- *Conduct all transactions involving gift cards, refunds, and store credit*

Activities/Community Service:

Mathletes Team Captain

September 2017– June 2018

- *Lead weekly team meetings and developed practice events to prepare for the annual Winter Math Competition*
- *Team won nine of 10 competitions during tenure as team captain*
- *Increased spring sign-ups through recruitment events by 15%*

Awards & Achievements:

Intro to Business Certification
Member of the Key Club
Academic Honor Roll

January 2017 – June 2018
August 2016 – June 2018
June 2015 – June 2018

Skills & Abilities:

Quickbooks
G Suite
Active listening
Accepting constructive criticism
Problem-solving

References: Available Upon Request