

## Sample Resume

### John Smith

234 Cedar Lane  
Somewhere, IN 47000  
Phone (812) 555-4444

Email  
[mrcheese@mycomputer.com](mailto:mrcheese@mycomputer.com)

- Objective** To work independently in an atmosphere in which I am able to build on my technical skills and knowledge.
- Skills**
- |                  |                               |
|------------------|-------------------------------|
| Good attendance  | Works well with others        |
| Self starter     | Works well alone              |
| Driver's license | Works with little supervision |
| Loyal            | People Oriented               |
- Education** Somewhere Community High School – present  
Southeastern Career Center – present
- Achievement**
- \* Varsity member of SCHS Boys Swim Team for freshman, sophomore, junior, and senior years
  - \* Appeared in SCHS and Ohio County Players musicals: "Singin' in the Rain," "The King and I" and "The Wizard of Oz"
  - \* Member of SCHS Band and Pep Band for freshman, sophomore, junior, and senior years
  - \* Currently learning Tai Kwon Do
- Work Experience**
- \* Kroger Food Store: July 2003 to present. Duties include bagging groceries and carry-out for customers, stocking shelves, and cleaning
  - \* WalMart Store: July 2002 to July 2003. Duties include bagging purchases for customers, stacking shelves, and cleaning
  - \* Pioneer Seed: Summer of 2001. Detasseled corn

### References

Sue Hanson  
234 Davis Avenue  
Somewhere, IN 47000

Jim Lawrence  
234 Central Avenue  
Somewhere, IN 47000

Rick Vicent  
439 Maple Drive  
Somewhere, IN 47000

- \* WorkOne – Lawrenceburg - for help with a resume (812) 537-1117 (ext. 231)
- \* WorkOne – Madison (812) 265-3734