SAMPLE RESUME (Typed)

Joe Student

1234 W. Main St.

Woodlake, CA 93286

joestudent@emailaddress.com

(559) 123-4567

# Goal Statement

I would like to attend the local community college for two years and then transfer to a four-year college to major in business administration.

Education:

September 1994 to Present Woodlake High School

400 W. Whitney Ave.

Woodlake, CA 93286

(559) 564-3707

Will graduate in June 2010

Special Skills and Abilities Bilingual: Spanish/English

Lotus

Word perfect 7.0

T-Cove Child Care Certified

Work Experience:

Summer, 2006 Bookkeeper

Woodlake Country Club

12345 W. Whitesbridge Road

Woodlake, CA 93286

Baby-sitter

Cared for infant and 2 yr. old / light housekeeping

# Awards

Member of: California Scholastic Federation (CSF)

WUHS Choir

Varsity Basketball and Softball, most valuable player, Renaissance, Golden Tiger

# Interests and Activity

Maya Club

Varsity Basketball

Tennis

Future Farmers of America

Personal References:

Bob Smith Mary Majors Joe Cool

Teacher Manager Dean of Students

Bravo Preschool Woodlake County Club Woodlake High School

123 Valencia Blvd. 12345 W. Whitesbridge Road 400 W. Whitney

Woodlake, CA 93286 Woodlake, CA 93286 Woodlake, CA 93286

(559) 555-5555 (559) 564-0000 (559) 564-3307