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