Sample 1: Resume with work experience

**Dylan Lemay**

Arlington Heights, IL

 dylan.lemay@gmail.com
 (847) 555-5555

**Objective**Enthusiastic student seeking a part-time position with a local ice cream parlor.

**Experience
Ice Cream Server,**  6/2019-9/2021​

Coldstone Creamery, Mt. Prospect, IL ​

* Processed sales transactions, including cash, debit, and credit​ cards
* Served ice cream to customers of all ages with speed and efficiency​

**Education**

* Senior at John Hersey High School, Arlington Heights, IL
* Current GPA of 3.5

**Skills**

* Cash register operation
* Cleaning and organization
* Creative problem-solving
* Time management
* Self-motivated

**Activities**

As a member of the basketball team, I wake up at 5:30am everyday to be able to make it to practice at 6:00am. I train regularly and compete in regional and state-wide competitions, contributing to my team’s overall success. This year I am excited to be team captain.

Sample 2: Resume with no work experience

**Dylan Lemay**

Arlington Heights, IL

 dylan.lemay@gmail.com
 (847) 555-5555

**Objective**

Enthusiastic student seeking a part-time position with a local ice cream parlor.

**Experience**

 **Snow Removal**

Arlington Heights Block Club, Arlington Heights, IL December 2020-Present

* Shovel snow from neighbors' walkways, driveways, and spread salt in those areas.

 **Babysitter**The Garcia Family, Rolling Meadows, IL June 2021-Present

* Care for a 3-year-old and a 9 year old two nights a week
* Help 9-year-old with homework and test preparation
* Responsible for transporting children to 2+ activities and play dates weekly

**Hersey Boys’ Basketball Team Captain**John Hersey High School, Arlington Heights, IL, January 2021 - Present

* Make decisions on strategy and approach, coordinating the efforts of the team.
* Call out plays during games
* Keep detailed records of the team's performance and track other teams and judges
* Provide feedback to players who need additional encouragement

**Education**

* Senior at John Hersey High School
* GPA of 3.5

**Skills**

* Time management and prioritization
* Negotiation and persuasion
* Leadership
* CPR certified

**Activities**
Basketball | Junior usher | Boy Scouts