**Your Name**

Your mailing address

Your phone number Your email address

**Goal:  
 *I am seeking a part time job, while I finish high school.   
I am a \_\_\_\_\_\_\_\_\_\_\_\_\_ worker, I am dependable and I like to learn new things. I am available to work after 3 p.m. on school days and any hours needed on weekends.***

**Education**

Your school name, city and state

Grade Level Current GPA Age if over 18

**Work Experience**

Name of employer job you performed date started date ended employment

**License or certifications**

Driver’s License number XXXXXXXXX expires XX/XX  
Life Guard Certification   
Food Handler’s Certification  
Ocean Safety Certification, etc.

**Skills**

Technical

Software list programs you can run proficiently  
Graphic arts programs you know

Vocational   
 Skills you may have picked up such as auto, fishing, computer, culinary, etc.

What can you do?

**Activities and hobbies** Fishing, water sports, music, sports, what do you do for fun that could be transferrable to a job?

**References**

Name, address, email, phone   
of someone who knows you well and will give you a good recommendation. Be SURE to ask for permission from the person you want to be your reference and remind them that you have applied at XXX and listed them as a reference.

Sample resume’ for first job