Sample 1: Resume with work experience

**Dylan Lemay**

Addison, IL

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

**Summary**Hardworking and friendly high school student with strong teamwork and customer service skills. Experienced in handling money and helping customers from working at a local grocery store. Passionate about learning new skills and excited to bring a positive attitude to the workplace.

**Experience**

**Jewel Osco** *Addison, IL*  6/2019-9/2021

*Cashier*

* Processed sales transactions, including cash, debit, and credit​ cards
* Assisted customers of all ages with speed and efficiency​

**Education**

**Addison Trail High School**, Addison, IL

*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**

Addison, IL

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

**Summary**

Hardworking and friendly high school student with strong teamwork and customer service skills. Passionate about learning new skills and excited to bring a positive attitude to the workplace.

**Experience
Snow Removal**

Addison Block Club, Addison, IL December 2021-Present

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

 **Babysitter**The Smith Family, Addison, 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

**Addison Trail High School Boys’ Basketball Team Captain**Addison Trail High School, Addison, 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**

**Addison Trail High School**, Addison, IL

*GPA of 3.5*

**Skills**

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

**Activities**
Basketball | Junior usher | Key Club