

Module 8: Tools for Survival
Topic 4 Content: Sample Resume

SALLY STUDENT
1234 Memory Lane
Chesapeake, VA 23325
(757) 555-1234
E-mail sallystudent@aol.com

Career Objective

To secure a position as a word processing operator

Education

Junior, Indian River High School, Chesapeake, Virginia

Occupational Skills

Microsoft Word 2000
Keyboarding (50 wpm)

Windows 98
Microsoft PowerPoint 2000

Work Experience

August 2001 – Present
Office Assistant
Lancaster and Shippley, Inc.
199 S. Battlefield Blvd.
Chesapeake, VA 23322
(757) 482-0000

September 1999 – July 2001
Babysitting
Mrs. Jeanette Rose
1234 Tisdale Road
Chesapeake, VA 23325
(757) 546-9999

Awards and Activities

Principal's List (Fall Term 2002)
Future Business Leaders of America (2000 – Present)

Varsity Basketball (1999 – Present)
Spanish Club (1999 – 2000)
Honor Roll (1997 – 2001)

References

Mrs. Shelley Beeler, Teacher
Indian River High School
1969 Braves Trail
Chesapeake, VA 23325
(757) 578-7000

Mrs. Janet Domanzo, Counselor
Indian River High School
1969 Braves Trail
Chesapeake, VA 23325
(757) 578-7000

Mrs. Victoria Lancaster, Supervisor
Lancaster and Shippley, Inc.
199 S. Battlefield Blvd.
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