

James B. Jobless

1 Opportunity Way, Anytown, US 00000
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Objective:

Seeking an entry-level position in retail sales

Education:

2004: Diploma, My High School, Anytown, US
• Enjoyed classes in public speaking, math, computers

Skills & Abilities:

Math Skills

- Maintained 3-year "B" average in algebra and geometry
- Computed my own 1040EZ tax return, earned \$400 rebate
- Managed \$1,000 investment that earned 7.2% APR

People Skills

- Play checkers every Monday with seniors at a nursing home
- Raised \$300 in one week for Students Against Drunk Driving
- Enjoy helping people solve computer problems.

Product Knowledge

- Sports: Enjoy football/baseball but I'm a mediocre player
- Automotive: Dad's a mechanic, we rebuilt my '89 Volvo
- Music: Own 261 CDs and I can name a tune in 4 notes

Electronics

- High school computer classes and talent for programming VCR's shows that I could quickly learn to operate an electronic cash register

Personal:

- Reliable—Missed only two days of school
- Honest—Returned \$20 check-cashier's tip

◀ **See how a resume sells your abilities, even when you have no experience.**

This high school student never held a real job. But, by using everyday experiences, his resume shows that he could easily qualify for a sales job in a department store.

Match your life skills and accomplishments with the skills needed for the job you want. You'll show an employer that you can easily learn the job and quickly become a productive member of the team.

Look what a resume did for a college graduate with no work experience. ▶

In this example, Lindsay had no experience for a job in public relations. So, she presented school projects to show that she could qualify for the job.

Treat school projects, courses, and class assignments as experience. It will show that you're qualified for an entry-level position. Trade school, vocational school, business school, and college students should use this approach.

Lindsay I. Needajob

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Objective:

Seeking entry-level position in public relations.

Education:

2004: B.A. in English, Beatrice Hart College, Anytown, US
• Courses: Tech & Creative Writing, Speech, DTP

Skills & Abilities

Writing Skills

- Wrote an 8-page assembly manual for a unicycle
- Wrote 15-minute Presidential speech on terrorism
- Wrote 1,000 word human-interest story on "Sitting"
- Wrote advertising campaign for sugarless cookies

Public Speaking

- Rebutted charges of corruption at press conference
- Presented a plan to cure cancer within three years
- Appealed for \$30 million in funding to end loneliness

Research

- Conducted, interviewed, and analyzed field data for an opinion survey on current gasoline prices
- Researched issues and developed a Labor Department policy paper on mass layoffs and plant closings

Desk-Top Publishing (DTP)

- Created 20 page booklet, "What's that smell?"
- Interviewed and photographed 12 health inspectors
- Wrote and edited the text using MS Word
- Produced page-layouts in QuarkXPress
- Manipulated graphics in Adobe Photoshop

All projects on this resume were college-course assignments.
Writing samples are available.