**LITTLE OR NO WORK EXPERIENCE**

**First Name Last Name**City, State, Zip  
Phone (Cell/Home)  
Email Address

**Summary**

Punctual, hard worker with good attendance record, pleasant attitude and ready to work

**Experience**

**Pet Sitter**  
20XX – Present

* Provide pet sitting services including dog walking, feeding and yard care.
* Prompt and efficient with many repeat customers.

**Child Care**  
20XX - Present

* Preform child care activities for several families after school, weekends and during school vacations.

**Achievements**

* National Honor Society
* Academic Honor Roll

**Volunteer Experience**

* Little League Coach
* Arlington Literacy Program
* Run for Life

**Education**

**Summer Side High School**

Summer Side, AZ 20XX - 20XX

**FIRST NAME LAST NAME**  
City, State, Zip Code  
Home: 555.555.5555  
Cell: 566.486.2222  
email. Address@ Hotmail.com

**OBJECTIVE**

Seeking an entry-level position where I can use my communication skills to deliver high quality customer service.

**Skills Summary**

Answering phones Prioritizing Multi-tasking

Communication Decision Making Customer Service

**EXPERIENCE**

**Pet Sitter** 20XX – Present

Phoenix, AZ  
Job Duties:

* Answer phones
* Schedule pet sitting appointments
* Walk and feed dogs
* Yard maintenance
* Collect payment

**Child Care** 20XX – Present

Phoenix, AZ

Job Duties:

* Schedule child care appointments
* Maintain a safe environment
* Prepare meals
* Maintain a clean work space

**Drummer** 20XX – Present

Phoenix, AZ

* Book events for band
* Play drums
* Set up and tear down stage equipment

**VOLUNTEER EXPERIENCE**

• Assembled food boxes at a local food bank

• Participated in a 10K Run for Life

**EDUCATION**

**Arlington High School**, Apache Junction, AZ *20XX - 20XX*

**FirstName LastName**City, State, Zip  
Phone (Cell/Home)  
Email Address

**SUMMARY**

Punctual, hard worker with good attendance record and good grades, pleasant attitude and ready to work

**EDUCATION**

**Main St. High School**(MSHS), Phoenix, AZ  
Honor roll each semester  
*Related Coursework:*  
Early Childhood Development (20XX)  
Urban Education (20XX)  
Urban Education - Psychology (20XX-20XX)  
Urban Education - Instructional Internship (20XX-20XX)

**VOLUNTEER WORK AND JOB HISTORY**

**Smith Household,**Nanny (20XX-present)  
Phoenix, AZ

* Part-time caretaker to three children under six years old
* Plan, organize, and implement a variety of fun and educational activities, including art projects, athletic activities, and educational outings

**Beacon Program**, Counselor (Summer 20XX)  
Phoenix, AZ

* Co-leader for group of ten first-graders
* Implement games designed to encourage creative problem-solving in science and engineering

**ABC Convenient Store**, Cashier (Summer 20XX)  
Phoenix, AZ

* Manage cash register, restock shelves, and assist customers with locating items
* Received award for best customer service two months in a row

**ACTIVITIES**

**Modeling Club**(20XX-present) MSHS

**SUMMER CASHIER RESUME EXAMPLE**

**FIRSTNAME LASTNAME**City, State, Zip  
Phone (Cell/Home)  
Email Address

**EDUCATION**

**Main St. High School**(MSHS), Phoenix, AZ

**RELEVANT EXPERIENCE**

*Booking Assistant*, **ABC Entertainment Committee**, ABC University  
Sept. 20XX - Present

• Contact managers and arrange the performances of comedians, singers, and bands from across the country  
• Recently nominated and awarded title of Booking Assistant due to excellent organizational skills and ability to interact positively with managers and performers

*Cashier*, **Big Bites Grocery Store**, Chatsworth, IL  
Sept. 20XX – Aug. 20XX

• Provide customer service for and handle the payments of hundreds of customers daily  
• Maintain and restock inventory  
• Awarded “Employee of the Month” three times for excellent customer service and attention to detail

*Literary Editor*, **Chatsworth Folio Literary Magazine**, Chatsworth High School  
Sept. 20XX – May 20XX

• Responsible for running weekly meetings for a staff of 10 editors  
• Maintain contact between both editors and writers, accepting submissions and providing writers with constructive criticism for their pieces

*Team Captain*, **Chatsworth Track Team**, Chatsworth High School  
Spring 20XX

• Arrange weekly extracurricular activities to encourage and motivate team of 40 runners  
• Lead team in daily warm-up and cool-down routines

**OTHER EXPERIENCE**

Member, Main St High Math Team, **Main St. High School**(MSHS), Phoenix, AZ  
Sept. 20XX - May 20XX

Actor, Main St High Senior Class Play, **Main St. High School**(MSHS), Phoenix, AZ  
Spring 20XX

**BASIC RESUME**

**FirstName LastName**City, State, Zip  
Phone (Cell/Home)  
Email Address

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Summary**

Punctual, hard worker with good attendance record, pleasant attitude and ready to work

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Education**

**Arlington High School**, Arlington, Virginia *20XX – present*  
GPA: 3.81

**Achievements**

• National Honor Society: 20XX, 20XX, 20XX

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Work Experience**

**Sales Associate, The Retail Store**  
*June 20XX– Present*  
• Maintain and restock inventory.  
• Provide customer service.  
• Responsible for training incoming associates in operating cash register system due to track record of excellence.

**Child Care**  
*20XX - Present*  
• Provide childcare for half a dozen families after school, weekends, and during school vacations.  
• Develop and implement fun and educational activities for all children, ranging from ages 1 year to 8 years.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Volunteer Experience**

**Arlington Literacy Program**  
• Run book monthly for six eight-year-olds

**Run for Life**  
• Assist in marketing (via social media), setting up booths, running registration, and cleaning up for bi-annual race

**Interests / Activities**

• Member of Arlington High School Tennis Team  
• Girl Scout  
• Piano, 10 years