

**SAMPLE BASIC RÉSUMÉ
(First Job No Work Experience)**

Fredrick “Freddy” Fox

111 Main Street
Silverton, OR 97381
503-873-0000
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Summary

2 yrs. experience working with a Master Carpenter. I have takes classes in school about construction and woodworking. It was awesome! I like to play football, bottle flipping and words with friends! I helped my uncle build a house. I have my drivers license.

Skills

Follows Safety Standards	Woodworking	Math Skills
Can clean up	Customer Relations	Bottle flipping
Painting	Words with Friends	Cost Control
Eating	Solving Problems	Football
Using Power Tools	Landscaping	Snow Removal

Computer Skills

Really good at Microsoft Word, Excel, and Ppt, Internet, Email, and Games.

Education

High School, SHS, Silverton, OR
2017

Will Graduate:

Experience

Carpenter in Training 2014 –
2016

Worked one weekend a month with a Master Carpenter - John Smith
Performing all assigned work and cleaning worksites. Silverton, OR

In-School Construction & Woodwork Classes 2014 –
2017 Silverton High School, Building & Shop Program

Internship with CCC Construction Co., Silverton, OR

Laborer (after school & weekends) 2015 –

2016 Framing, painting, setting title and cleaning work areas; worked with Uncle Mike who was building a new home. Silverton, OR

**SAMPLE
BASIC RÉSUMÉ WITH ACHIEVEMENTS**

Ruth Fox

100 East 22nd Street
Silverton, OR 97381
Home 503-873-0000

bratzdollsrock@pretend-email.com

Summary

Super smart Library Assistant with 1 yr volunteer experience. Proven ability to access information and retrieve data from the computer system. Pretty good organizational skills and was chosen to conduct presentations for library patrons on many topics including **How to Write a Research Paper**. Received an award for the *Friendliest Library* an honor voted on by library patrons.

Skills

Hanging out with friends	Recruiting	Developed Training Programs
Problem-solving Skills	Snapchatting	Customer Relations
Organizational Skills	Marketing	New Program Development
Computer Skills	MS Word	MS Excel
MS Publisher	MS Access	Internet Research

Achievements

- Identified method of reorganizing books donated to the library saving twenty-two (22) hours of time setting up the annual “Friends of the Library” fund raising event.
- Conduct presentations to various community groups and schools including 250 attendees over three (3) days for the “Books for Families” program.
- Set up a group of student volunteers to collect books for “Books for Families” in five (5) local schools and increased the total number of books for the program by 15%.

Volunteer Experience

Library Assistant

2015 – Present

Silverton Library, Silverton, OR

Investigate and resolve patrons' computer problems in the library computer lab, Read to children during family reading hours, Make presentations on library services, Completed assigned duties, Organize events for the library

Education

High School Sophomore, Silverton High School, Silverton, OR

Will Graduate: 2018

**SAMPLE
BASIC REFERENCE PAGE**

Ruth Fox

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References

Grandma Wilson
My Grandma
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Mr. Scott Shandy
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