

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

Fredrick “Freddy” Fox

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Silverton, OR 97381
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Summary

Two years experience working with a Master Carpenter, acquired on the job knowledge and training. Performed entry level and advanced tasks including door and window framing. An organized carpenter who pays attention to detail, and follows directions and is known for completing assignments on time and monitoring the worksite for items that need to be prepared for the phase of work; received recognition for exceeding standards for clean work sites and tool preparation.

Skills

Follows Safety Standards	Woodworking	Math Skills
Maintains Clean Worksite	Customer Relations	Good Communicator
Painting	Material Handling	Cost Control
Tile Setting	Solving Problems	Basic Supervision
Using Power Tools	Landscaping	Snow Removal

Computer Skills

Proficient with Microsoft Word, Excel, and PowerPoint, Internet, Email, and Scheduler®

Education

High School, Silverton High School, Silverton, OR

Will Graduate: 2017

Experience

Carpenter in Training 2008 – 2009

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 2008 – 2009

Lawrence High School, Building & Shop Program

Internship with CCC Construction Co., Silverton, OR

Laborer (after school & weekends) 2007 – 2009

Framing, painting, setting title and cleaning work areas; worked with Sam Brown (Uncle), who was building a new home. Silverton, OR

SAMPLE
BASIC RÉSUMÉ WITH ACHIEVEMENTS

Ruth Fox

100 East 22nd Street
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Home 503-873-0000
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Summary

Knowledgeable Library Assistant with two years volunteer experience. Proven ability to access information and retrieve data from the computer system. Strong 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

Volunteer Coordination	Recruiting	Developed Training Programs
Problem-solving Skills	Public Speaking	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

2007 – Present

Silverton Library, Silverton, OR

Investigate and resolve patrons’ computer problem in the library computer lab

Read to children during family reading hours

Make presentations on library services

Complete assigned duties

Organize events for the library

Education

High School Sophomore, Silverton High School, Silverton, OR Will Graduate: 2017

**SAMPLE
BASIC REFERENCE PAGE**

Ruth Fox

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References

Mr. C. Benjamin Riley
Sprint Corporation
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Mr. Scott Handy
Math Teacher
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