

EXAMPLE RESUME

Scott Hampton

Address: 4700 Melrose Ave, St. Paul MN 52909

Phone: 555-938-8234

Email: Scotthampton@not-real.com

Career Objective

I am a good worker and always on time. I like people and work well with others. I take pride in my work and like learning new things.

Skills and Achievements

- Student Manager of high school basketball team
- Often complimented on ability to work well with others and follow directions
- Good in computer use.
- Able to use public transit for transportation
- Five Boy Scout Merit Badges

Education

1996 – Present South West High School

- Basic computer
- Communications
- Introduction to work skills
- Money management
- English

Work Skills and Volunteer History

Summer 2006 – Member of Boy Scout Troop #3 Clean Up the Highway Project

Summer 2008 – Visited St. Paul Fire Station and interviewed the Chief

March 2009 – Assisted in raising money for the St. Paul homeless

Summer 2009 – Sold items at the concession stand at the Metrodome, Minneapolis

Fall 2009 – Successfully completed two job placements by Transition Plus at Target and Abbott Hospital

Hobbies and Interests

- Reading
- Listening to music
- Basketball
- Drawing
- Computer
- Traveling

References

Ken Tallenger

Target, St. Paul

555-938-0938

Carrie Oswald

Transition Plus Work Experience Coordinator

555-938-2249

Tyrell Thomas

Boy Scout Troop #3 Leader

555-938-5722

(Written references available upon request)