

SAMPLE RESUME

Clyde Glide

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Education

Hope City High School – Hope City, Oklahoma
8/16/2007-5/20/2011

Skills

- I have basic computer skills and know how to use Microsoft Word and Power Point.
- I have great people skills.
- I have good speaking and writing skills.
- I have a good ability to work by myself to get a job done.

Work Experience

- Target Store, 5/23/2011-present
 - Stocker-Automotive Department – I put new items on correct shelves. I make the shelves look neat. I keep aisles clean.
- Homeland Grocery Store, 6/3/2010-4/7/2011
 - Cashier – I operated a cash register. I checked out customers. I sacked groceries. I provided excellent customer service.
- Oklahoma Construction Company, 6/15/2009-5/3/2010
 - Secretary – I answered the telephone and took messages. I organized files. I typed documents and made appointments.

Achievements

- I earned the Principal's Honor Roll in 10th, 11th, and 12th grades. I earned the Perfect Attendance Award in 10th grade. I earned the Community Service Award in 11th grade.

Volunteer Experience

- Goodwill Industries-I mowed the lawn and cleaned up the building in October of 2010; Feed the Children-I packaged boxed foods in February of 2011; I helped build a house for Habitat for Humanity in March of 2011; I worked as a volunteer for Special Olympics in May, 2009, 2010, and 2011.
- I lettered in basketball and cross country in the 10th, 11th, and 12th grades. I was a member of Spanish Club in the 10th grade. I was a member of Honor Society in the 11th grade. I was a member of Chess Club in the 12th grade.