

SAMPLE RESUME FOR FRESHMEN/SOPHOMORES OR STUDENTS WITH LIMITED WORK EXPERIENCE

PAT A. SMYTHE

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EDUCATION

Florida Gulf Coast University, Fort Myers, FL

Pursuing a Bachelor of Science Degree in _____

Expected 20xx

Melbourne High School, Melbourne, FL

Graduated May 20xx

- 3.75 GPA, National Honor Society
- Completed AP coursework in History, English, and Math

WORK EXPERIENCE

Tropical Tan, Front Desk Assistant, Melbourne, FL

January 20xx – July 20xx

- Answered phones, checked in clients, and booked appointments
- Received training in selling products to customers
- Achieved highest sales commissions for two months

Coastal Country Club, Lifeguard/Swim Instructor, Melbourne, FL

Summer 200xx

- Developed lesson plans for swim classes
- Helped organize swim competitions

The Beachside Restaurant, Server, Palm Bay, FL

October 20xx – March 20xx

- Selected as February Employee of the Month for providing outstanding service
- Helped train new employees

Melbourne Parks and Recreation, Camp Counselor, Melbourne, FL

Summer 20xx

- Organized daily athletic activities and crafts programs for 25 children
- Planned weekly field trips to local amusement and cultural parks
- Assisted in planning the “Melbourne Youth Summer Olympics” programs for 300 Participants

SKILLS

- Proficient in MS Office
- Red Cross Lifeguard Certification
- Certified in CPR and First Aid
- Conversational in Spanish

SCHOOL AND COMMUNITY INVOLVEMENT

- H.S. Varsity Swim Team and Track & Field Team
- Spanish Club
- Participated in Model United Nations
- Volunteer English tutor at Pinewoods Elementary