

Sample Resume Style for Students Without Paid Work Experience

Gretchen Morrison
2606 Utica Drive
Sterling Heights, MI 48313
(810) 555-1212

Objective
Entry-level position that will lead to a career in social service.

Education
Stevenson High School, Sterling Heights
Graduation date: June 1998

Experience
Relevant course work: human development education, social science,
Public government, civics, speech communication

**Volunteer Coordinator, Project Second Wind,
Metro Detroit Area, 1995**
Duties: Coordinated volunteers from five XYZ high schools. Planned
strategies for publicity, volunteer solicitation, site coordination, and
area canvassing. Plotted maps for canvassing communities. Worked
with National Guard dispatch office to coordinate drivers for collect-
ing food donations through canvassing. On day of drive, supervised
canvassing efforts for the five areas. Coordinated delivery to central
warehouse.

Volunteer, Meals on Wheels
Duties: Prepare individual
invalids in Sterling Heights

Counselor, Summer
Duties: Assumed res
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Provided guitar

Activities
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References

Sample Resume Style for Students With School-Based Work Experience

Tammy Picasso
2339 SE Kibling Avenue
Clinton Township, Michigan 12345
810 555-1212

Career Objective
Summer internship in a graphic design position that will utilize my
computer drawing and layout skills and provide opportunities for further training

Education
Utica Community High School. Anticipated graduation date: June 2000

Work Experience

- art and graphics (three years)
- computer applications
- computer programming
- drafting/mechanical drawing
- current GPA: 3.29

Graphic Artist, student publications (newspaper, yearbook)

- Designed logos and mastheads.
- Established design formats for entire newspaper.
- Worked with design and production team to design yearbook.
- Designed yearbook cover.
- Set up computer templates on Macintosh using Publish-It Easy.
- Worked with editors on layout of each issue of the newspaper.
- Designed advertisements for student clubs for both publications using QuarkXpress and Pagemaker.
- Created art and embellished existing art using Adobe Illustrator programs.

Available upon request.

References

**Visit your Career Information
Center for more information.**

Sample Resume Style for Students With Paid Work Experience

Darryl J. Richmond 356 North Alameda Santa Rosa, California 95406 (707) 555-3964	
Objective company.	Summer carpenter crew position with home construction
Experience	Tiara Construction Company 5316 S. E. Francis, Sebastapol, California 95472 Worked with carpentry crew; framed and roofed houses; sheetrocked interiors; installed insulation.
Education	Growers Outlet, Stocker 15165 S.E. Laguna Blvd., Sa September 1990 to present Supervisor: Janet Brendl
References	Work with grocery sup direct shipments of produce, maintain department.

Sample Cover Letter Style

111 Happy Trail
Opportunity, MI 48316
May 15, 1998

Anita Blakeley, Manager
Blakeley Distributors
886 Success
Opportunity, MI 48316

Dear Ms. Blakeley:

I would like to apply for the position of assistant manager advertised in the May 9 edition of the Times Herald.

As indicated in the enclosed resume, I have had some previous managerial experience. At Taco Time my duties frequently included taking over full responsibility for restaurant operations in the absence of the manager. I became adept at dealing with a variety of crises from finding substitutes for workers who failed to report to work during rush hour, to dealing successfully with surprise inspections from the health and fire departments.

As a recent high school graduate I may seem young, but I would like to emphasize my commitment to a long-term relationship with Blakeley Distributors. I would like to use my organizational skills, business training, and interpersonal skills to serve your company to the best of my ability.

I hope to have an opportunity to talk with you at your convenience about my experiences and how they qualify me for the job. My telephone number is (810) 555-1212, and I am available on mornings.

Thank you for your consideration.

Sincerely,

Hunter Smith
158 Career Search Opportunity, MI 49028 810.555.1212

Sample Cover Letter Style— Referral /Introduction Letter

Visit your Career Information Center for more information.

September 1, 1999

Charles Hansen
Production Manager
The Herald-Palladium
3450 Hollywood Road
Opportunity, MI 49085

Dear Mr. Hansen:

Mr. George Petersen of Michigan Printing suggested I contact you with regard to my enthusiastic interest in a career in the printing industry. I would like to apply for a position as an apprentice printer and have enclosed my resume for your consideration.

This past summer I worked for Mr. Peterson as a print shop assistant. As the summer vacation relief worker, I was able to move throughout the printing department, and in the process I learned a tremendous amount about the trade. In addition, my course work in graphic arts and computer applications has given me a background that will be very useful as the printing industry gets more involved in electronic pre-press.

I would very much appreciate an opportunity to come by to talk with you and see the printing operations at the newspaper. Mr. Peterson spoke very highly of the production department, and I hope to become part of your team. I will call you within the next few days, or you may reach me at the number below most afternoons.

Sincerely,

Hunter Smith
(810) 555-1212