

All margins = 1 inch

14 pt. Bold →

Bold all headings

Bold all places of employment

**Your Full Name**  
**Your Street Address**  
**Town, State Zip Code**  
**Home Phone Number/Cell Phone Number**  
**E-mail Address**

Set:  
Left tab at 1.5  
Right tab at 6

**Objective:** To obtain an internship that will give me life experience in the Financial

**Education:** Westerly High School  
Expected Diploma, June \_\_\_\_\_

Related Coursework: Computer Applications, Accounting, Personal Finance, Desktop Publishing, Business Economics, International Finance

**Work Experience:** **Shaw's Supermarket** Summer 2004 – Present

125 Post Road  
Westerly, RI 02891  
Bakery Assistant

- Manage Bake Shop independently
- Prepare Bake Shop for incoming shift
- Manage and prepare all bakery merchandise

**Dunkin' Donuts** Summer 2002-2004

575 Post Road  
Westerly, RI 02891

Counter Help

- Provided excellent customer service
- Responsible for opening and closing

**Watch Hill Inn** Summer 2001

555 Watch Hill Road  
Westerly, RI 02891

Desk Clerk

- Answered phones
- Provided efficient check-in/out service

**Community Service:** Teacher Aide, Bradford Elementary School 2003 - Present

Soccer Coach, Westerly Youth Soccer Association  
Westerly Animal Hospital Volunteer

**Skills:** Microsoft Office, Italian, Girl Scouts

**References:** Provided upon request

SAMPLE RESUME WITH WORK EXPERIENCE

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**Objective:** To obtain an internship that will give me life experience in the Financial Services Industry

**Education:** Westerly High School  
Expected Diploma, June \_\_\_\_\_

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headings

Related Coursework: Computer Applications, Accounting, Personal Finance, Desktop Publishing, Business Economics, International Finance

**Skills & Abilities:**

**Math**

- Maintain 3 year B+ average in Algebra and Geometry
- Compute own 1040EZ tax return
- Manage \$400 investment that earns 8% annual return

**People**

- Babysit two young children
- Organize Relay for Life fundraiser for cancer research
- Visit elderly at area nursing homes

**Product Knowledge**

- Consumer electronics
- Video and editing expert

**Community Service:** Teacher Aide, Bradford Elementary School 2003 - Present  
Soccer Coach, Westerly Youth Soccer Association

**References:** Provided upon request

SAMPLE RESUME WITH NO WORK EXPERIENCE