



Gearing Up For Your Transitions

Sample of Resume & References

Just out of High School

The beginning of your resume should include information on how the employer can contact you.

First, Last Name
Street Address
City, State, Zip
Phone
Email Address

Education

In the education section of your resume, list the school you attended and any awards or honors (like the National Honor Society) you have earned, sports you were involved with and clubs you belonged to.

High School
Awards, Honors
Clubs

Experience

Here you record your work history. If you have had a job before, list the company you worked for, dates of employment, the positions you held and a bulleted list of responsibilities. If you haven't had a regular job before, it's fine to include positions like baby sitting or pet sitting and any volunteer experiences you might have.

Company #1
City, State
Dates Worked

Job Title
Responsibilities / Achievements
Responsibilities / Achievements

Company #2
City, State
Dates Worked

Job Title
Responsibilities / Achievements
Responsibilities / Achievements

Skills

Include skills you have that may be used in the position you are applying for such as computer skills, language skills, using a copier or fax machine, customer relations, etc.

References available upon request

There is no need to include references on your resume. Rather, have a separate list of references to give to employers upon request.

Reference Page

On a separate sheet you will want to give at least three references that businesses can contact to verify information about you. These should be credible individuals that will say good things about you. Individuals with a special title are very good to have on a resume. Contact those you wish to list and ask them if they would give you a referral when looking for a job. You can find people that will be your reference by asking people you have worked with; someone in an organization where you have volunteered; a teacher; a friend, anyone who knows you and is willing to assist you with landing a job. The reference page can be submitted with your resume.

Your Name
Address
City, State Zip
Phone, Cell Phone
Email

Reference List

Name
Job Title
Company
Address
City, State Zip
Phone
Email

Name
Job Title
Company
Address
City, State Zip
Phone
Email

Name
Job Title or how you know them
Address
City, State Zip
Phone
Email