

Example Resume: Recent High School Graduate with No Paid Job Experience  
[Functional]

**JOHN B. GATOR**  
143 Gator Drive  
Gainesville, FL 32608  
(352) 555 - 1111

**Career goal**            A secretarial or administrative assistant position.

**Summary of skills**

- Organizational**
- Worked with local business to update company's a secretarial manual (fulfilled class requirement); helped design new memo format, which simplified formatting and gained company-wide acceptance.
  - Created responsibilities manual for volunteers at country hospital, which reduced over-lapping duties and increased efficiency.
  - Assisted in managing volunteers for outpatient information desk at hospital.
- Secretarial**
- Experienced in document formatting, proofreading and administrative assistant duties.
  - Skilled in Microsoft Works and Lotus 1-2-3 on IBM compatible system.
  - Ability to type 70 words per minute with no errors.
- Communication**
- Delivered a speech to local civic clubs and philanthropic organizations on the importance of hospital volunteers, which brought in seven new volunteers.
  - Wrote articles for local newspaper on vocational team's achievements at district and state contests.

**Education**

**Graduation expected**            Diboll High School, Diboll, TX (Current GPA is 3.7/4.0)  
**June 2013**

**Related course work**            Bookkeeping I & II, Typing, Advanced Typing, Computer Operations, Word Processing I & II, Business Curriculum (2 Years)

**Awards**                            Outstanding High School Volunteer, Warren Country Hospital (1995)  
State Business Vocations Contest (1995)

- document formatting (1st)
- business knowledge (2nd)

- administrative assistant competition (2nd)

**Memberships**

Business Professionals of America (student member)  
Texas Association of Hospital Volunteers  
Jr. Rotarian