

SAMPLE #1:

FOR A YOUNG PERSON WHO HAS NEVER WORKED BEFORE

Mary Williams

6789 MacArthur Blvd.
Oakland, CA 94616
(510) 777-1212
email: mwilliams@hotmail.com

Profile

Personable and astute student with proven time management and collaboration skills developed from sporting and volunteer engagements. Strong interpersonal skills enhanced by taking part in school activities to develop confidence and communication abilities. Understanding of general employability skills and the importance of working as part of a team, learning from others and developing as a professional.

Summary of Qualifications

- Computer literate; MS Word and Internet research
- Reliable and honest
- Good interpersonal skills
- Quick learner and ability to multi-task
- Use time effectively and manage other resources well
- Positive attitude, not easily deterred by obstacles and challenges

Work Experience

Babysitter, *Self-employed, Oakland, CA*

2003 - Present

- Care for small children in responsible and careful manner.
- Help children to learn while in my care.
- Work for nine different parent-clients.

Education

Castlemont High School, Oakland CA

Projected graduation date June 2009

Extracurricular Activities:

A.S.B. Vice-President; French Club; Cheerleader; Basketball

Community Involvement

- Service learning volunteer- Tree planting along MacArthur Blvd.
- Teacher's assistant – Castlemont High School, Oakland, CA

Special Awards

Oakland Rotary Club - Teenager of the year, 2007

Castlemont High School Honors - 2008