

Student Name

email@address.com

631.123.4567

linkedin.com/customURL

Summary of Qualifications

Dedicated and proactive [college/high school] [graduate/senior/junior/sophomore/freshman] who excels in verbal communication and public speaking. Well-rounded student with experience in working independently as well as part of a group, in all aspects of [academics/sports/clubs]. A [natural leader/team collaborator] focused on gaining knowledge as [an intern/employee/apprentice] and becoming a valuable member of a company through hard work and commitment.

Core Competencies

- Communication Skills
- Excellent Writing Skills
- Teamwork
- Critical Thinking
- Leadership
- Word Processing
- Creativity
- Graphic Design
- Social Media Savvy
- Public Speaking
- Problem Solving
- Microsoft & Google Suite

Experience

The Home and Office Depot Cashier/Customer Service

2018-Present

- Operate computerized cash register system in a quick and efficient manner to assist fifty-plus customers daily with purchasing various sized orders while providing outstanding customer service.
- Assist in stocking, as needed, and processing returns of unwanted items, maintaining cleanliness of store and correct planogramming.
- Answer phone inquiries and check stock levels to ensure proper ordering and reporting to management.

Lawn Care Service Owner & Operator

2016 – Present

- Provide weekly mowing and landscape services for up to seven yards during the spring and summer, providing a high level of customer satisfaction resulting in return customers annually.
- Prospect referrals via word-of-mouth, participating in community events, and advertising on social media.
- Provide custom quotes and proposals to prospective and returning clients in an effort to continue to grow business.

Relevant Studies/Skills

Technical Writing; Advanced Composition; Debate; Video Production; Computer Programming, Desktop Publishing, and Web Software.

Education

School Name, Location

Diploma, anticipated graduation date

Honors, Awards, and Memberships

National Honor Society
U.S. Media Association Scholarship Recipient
Eagle Scout

Volunteer Work

Big Brothers/Big Sisters – Mentor, 2019-Present