

Resume Writing Tips

Do

- First name, Last name
- Phone number
- Location...ex. Chino, Ca.
- Email address
- Volunteer experience
- Employment experience
- Hobbies/Interests/Languages
- Awards and Qualifications
- GPA (if above 3.5)
- Relevant coursework

Don't

- Address
- Date of birth
- Pictures of any sort
- Unprofessional email address

Example

DON
LUGO

Chino, Ca. 
(909) 591-3902 
DonLugo@gmail.com 
Twitter/Blog/Portfolio 

OBJECTIVE

Hard-working, energetic high school student looking to contribute a positive and helpful attitude in the retail field. Strong computer and organizational skills.

EDUCATION

Diploma | Don Antonio Lugo High School
Junior

08/13/2019 – Current

- GPA: 3.5
- Relevant Coursework: Retail Marketing and Leadership
- Clubs: Art and FIDM Fashion Club

EXPERIENCE

Sales Associate | Q Retail

06/02/2021-09/12/2021

- Assist customers with purchases.
- Assist in training new sales associates.
- Organized clothing racks and replenished inventory.

Intern | My Store

01/04/2021 – 05/25/2021

- Greet and direct customers.
- Conduct price checks for customers.
- Assist with storefront displays.

SKILLS

- Friendly
- Organized
- Enthusiastic
- Basic math skills
- Computer literate
- Social media applications

ACTIVITIES

- President of the FIDM Fashion Club @ Don Lugo.
- Tutor junior high students in math and English.
- Organize annual clothing drive for local church.

Objective Example:

Hard-working, energetic high school student looking to contribute a *positive and helpful* attitude in the retail field. Strong *computer* and *organizational* skills.

Skills:

Communication

- Customer service
- Friendly
- Good listener

Dependability

- Flexible
- Hard-working
- Organized

Quick Learner

- Energetic
- Fast worker
- Enthusiastic

Teamwork

- Leadership
- Positive attitude
- Helpful

Technology

- Social media
- Computer literate
- Mobile applications