John R. Doe

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**Objective:**

To obtain a position in a meaningful job where my skills can benefit the organization.

**Education:**

Jonesboro High School

May 2015

**Experience:**

ABC Company

Office Clerk

November 2016 – February 2017

Data entry, answer phone, and clean office.

DEF Company

Lawn Maintenance

March 2015 – May 2016

Mow yards, clean flowerbeds, and yard maintenance.

**Skills:**

Microsoft Excel & Word

Good listener

Self-motivated

Team player

Adaptability

**Activities:**

Basketball

Church

Choir

**References:**

Available Upon Request

**Additional Help**

**(for completing your resume)**

**What is a Skill?**  Listed below is information on two types:  hard skills and soft skills.

* **Soft skills:**  Skills that are not unique to a job but help you communicate/interact with other people.  Examples - Teamwork, communication (written and/or verbal), leadership, people person, organized, problem solving, initiative, self-motivation, integrity, positive attitude, professional (proper dress), responsible (reliable), ethical, etc.
* **Hard skills:** teachable skills that are easily measurable.  Examples - keyboarding skills (words per minute), knowledge of specific software (excel, word, adobe), yard maintenance (weed eater/mower), computer programming, foreign language, knowledge of and proper use of tools (measuring tape, carpenter tools, operation of machines), cooking skills, driving license (or CDL), etc.

​**List of Possible Activities:**  Type of sport, hobby, school club, church, volunteer work, community groups, etc.

**Important:**  You can make a resume as easy or as hard as you want to make it.  Suggestion - KEEP IT SIMPLE, IT ISN'T ROCKET SCIENCE. Good luck, job hunting!