**Resume Template No (Paid) Work Experience**

**Use this resume template if you:**

* **Have little or no formal (paid) work experience**

If you haven't had much - or any - paid work experience, this resume template can help you focus on the personal attributes you can contribute to the needs of an organisation.

This template has been designed to focus on:

* A marketing statement that highlights your capabilities and demonstrates what you bring to the job
* Personal attributes that will help you to transition into the work environment
* Any achievements, commendations or awards you received at high school that show you are honest and reliable
* Any volunteer placements that demonstrate your willingness to contribute to the community

Other things you can put on your resume include:

* Any sporting or community club participation (if relevant to the job)
* Work placements or work experience that show you know how to work in a professional environment
* Key skills that demonstrate your employability (and examples of their use)
* Written testimonials provided by supervisors, sporting club coaches, teachers or others involved in volunteer and community clubs
* Any hobbies or interests that are relevant to the job

This template is one page long. A one-page resume is more than acceptable when you're just starting out in the world of work. You may end up with two pages if you include all of the suggested additional information.

If your resume ends up being three pages long, you're probably providing too much information - try cutting some things out and sticking to two pages maximum.

***OBJECTIVE***

Personable and astute student with proven leadership and followership skills developed through participation in sports and Navy Junior ROTC training. Strong interpersonal skills enhanced by taking part in leadership 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. High School Student looking for first time employment in a position that requires a dedicated, young and enthusiastic employee.

**Personal Attributes:**

* **Effective Communication Skills:** Articulate communicator with appreciation for the different communication styles required when working with other team members or with customers.
* **Honest and Reliable:** Strong morals and ethics ensure honesty, reliability and ability to undertake tasks responsibly.
* **Flexible:** Understanding of need to remain flexible to support last-minute demands and changes. Comfortable in changing environments and situations, ensuring ability to remain flexible and adaptable at all times.

**Software Skills:** Microsoft Word ~ Microsoft Excel ~ Microsoft Outlook ~ Firefox ~ Internet Explorer

***Education***

**Murrieta Mesa High School Class of 20xx**

* **GPA:**
* **Special Classes And Achievements:**
	+ Example
	+ Example
	+ Example

***EMPLOYMENT***

**20XX - Current XYZ COMPANY**

* **Customer service and cash register**

**20XX – 20XX Baby Sitting**

* **Babysitting for family, neighbours, and friends**

***COMMUNITY SERVICE / Volunteer EXPERIENCE***

**20XX - Current Melton Community Gardens**

Worked in community gardens assisting members of the local community in planting and caring for allocated sections. s.

**20XX – 20XX Race for the Cure**

Provided support during various fundraising activities for local community group.

***professional RefereNCES***

**Joanne Boyle**

Manager

St Vincent De Paul Society

Phone XX XXXX XXXX

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