

Sample Resume

NAME
Address
City, State, & Zip Code
Phone Number
Email Address

OBJECTIVE

Position in Fire and Trail management

EDUCATION

Chico State University, Chico, California

Major: Biological Sciences

GPA Currently 3.0, Expected Graduation Date: May 2006

Reedley Community College, Reedley, California

Major: Biological Sciences

GPA 3.27, Graduated December 2004

Reedley High School, Reedley, California

GPA 3.12, Graduated June 2002

WORK HISTORY

Field Labor Enterprises, Chico, California

June 15, 2005 – Present

Laborer, 30 hours/week - \$6.75/hour

- Skilled in the use of tractors, chain saws, pruning shears and shovels
- Picking peaches, plums, nectarines, grapes, tomatoes, oranges
- Pack fruit in box's in an organized manner
- Pruning & Thinning various types of fruit trees
- Rolling and boxing of raisins

Supervisor: _____ Phone #: _____

Starbucks, Fresno, California

March 23, 2001 – May 1, 2005

Barista and cashier, 30 hours/week - \$6.75/hour

- Memorized and prepared numerous specialty drinks while meeting corporate standards and customer special requests.
- Deposit money and tips into store safe and make correct and precise transactions with customers.
- Monitored the store to ensure it was fully stocked with all necessary supplies and products.
- Continuous communication with co-workers and customers to provide the best customer service possible.

Supervisor: _____ Phone #: _____

U.S. Forest Service, Sacramento, California

July 2, 2000 – September 3, 2000

Sacramento State Fair Information Technician, 40 hours/week - \$9.38/hour

- Worked at the State Fair instructing visitors on fire prevention
- Advising the public on various topics in relation to fire safety, wildlife biology, and laws and regulations within the USDA Forest Service
- Supervising the children's activity area and maintaining a professional work environment

Supervisor: _____ Phone #: _____

Darlene Farms, Calistoga, California**April 6, 1999 – July 2, 1999**

Almond Orchard Manager, 35 hours/week - \$7.25/hour

- Maintaining 800 acres of almond trees by managing irrigation, mowing and spraying herbicides.
- Operated various types of tractors such as caterpillars and backhoes.

Supervisor: _____ Phone #: _____

Valley View Country Club, Sonoma, California**May 8, 1998 – March 7, 1999**

Irrigation Manager, 15 hours/week - \$5.00/hour

- Responsible for supervising 15-20 irrigators throughout the 18-hole golf course.
- Replaced sprinkler heads, broken pipes, mowers and tractors.
- Responsible for monitoring the electronic sprinkler system.
- Operated greens mowers, fairway mowers and sand trap tractors.

Supervisor: _____ Phone #: _____

ACTIVITIES/HOBBIES

- Involved in local chapter of Boys and Girls Club.
- Long hiking trips with local Boy Scout troops to observe wildlife and other natural resources.
- Playing soccer, volleyball, softball, basketball

COMPUTER EXPERIENCE

- Windows 98, Windows XP
- Microsoft Office 2000, Word Perfect
- Internet Explorer, Netscape
- Type 30 words per minute

AWARDS & HONORS

- Academic achievement letter, Wildlife Society of Northern California, January 2004
- Most Valuable Player in JV Baseball, Reedley High School, June 2002
- Student of the month, Reedley High School, November 2001

LANGUAGES

- English, Spanish and Hmong
- Read, write and speak all three languages fluently

REFERENCES

Name, title & phone number of 3 persons that are not related to you. (i.e. teacher, counselor...)