

This resume is a sample for a brand-new incoming student in her first semester. She'll remove her high-school information next semester.

Sally Student

Gage A 256
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Objective Part-time employment in a retail setting

Education **Minnesota State University, Mankato** May 2011
Mankato, MN

Mankato West High School May 2007
Diploma

Work Experience

Skating Instructor September 2006 to Present
All Seasons Ice Arena Mankato, MN

- Coach class sizes up to 15 students on Basic to Intermediate figure skating skills
- Measured students' progress and ability levels on an individual basis

Sales Person December 2005 to May 2007
Claire's Boutique Mankato, MN

- Assisted customers and completed transactions
- Closed the store periodically
- Trained new employees
- Set up displays

Activities

Skating 2004-2007
Paper Staff 2005-2007
Football Cheerleader 2007

Volunteer

Habitat for Humanity 2005-2007
YMCA Youth Mentor Program 2006-2007

Skills

- Basic knowledge of IBM and Macintosh Computers
- 3 years of Spanish