

John's No Work Experience Resume

(Emphasizing skills and abilities from daily activities to reflect interpersonal and work experience)

John Clark
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Goals

To obtain an entry level position in the Customer Service field

Education

Trenton High School
Senior

Trenton, NJ
Graduation 2019

Skills/Abilities

People Skills

Formed practice workout team with youth in my neighborhood
Interact daily with classmates and teacher in a positive manner
Peer leader in my church youth group
Active in character building clubs in school

Computer Skills

Completed tutorials in Word, Excel and PowerPoint
Ability to type 20 words per minute
Ability to research information and data using the Internet

Industry-Specific Abilities

Ability to construct mini figures (ability to read and comprehend instructions)
Ability to program household electronics (ability to work well with updated electrical products)

Interests/Activities

Football - Team Captain (Leadership skills)
Debate Team- (Communication skills)
Science Club- (Ability to engage in challenges and mind-stretching tasks)

Volunteer Experience

Usher and Food Handler

Clear View Baptist Church

Newark, NJ

- Assist patrons to their seats
- Assist distributing food