

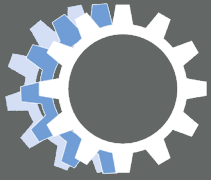


WORK BASED LEARNING RÉSUMÉ TEMPLATE

Use the template below for students who are currently completing Work-Based Learning or have limited paid work experience. Try to keep the resume one-page.

Other things students can put on their resume:

- Any sporting or community club participation (if relevant to the job)
- Work placements or work experience that show they know how to work in a professional environment
- Key skills that demonstrate their employability (and examples of their use)
- Any hobbies or interests that are relevant to the job



Transition

T E N N E S S E E

JAMES LANE

Email: jlane@xmail.com

Mobile: XXX-XXX-XXXX

Escambia County graduate seeking casual employment in a dynamic organization

Personable and astute student with proven time management and collaboration skills developed from sporting and volunteer engagements. Strong interpersonal skills enhanced by taking part in theatre 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. Escambia County graduate 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 the 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

Escambia County High School

Emphasis in Work-Based Learning

2013

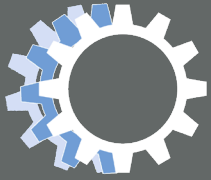
GPA: 3.5

Achievements

2016: Class captain (in partnership with one other class representative)

2015: Represented school at National Youth Day events

2014: Recognition award for contribution to the local community and volunteering



Transition

T E N N E S S E E

VOLUNTEER PLACEMENTS

St. Vincent De Paul..... 2010-2013

Provided support during various fundraising activities for local community group. Assisted at events and gatherings including providing suggestions to help meet fundraising targets. Personally attended various events, including spending time with homeless youth in Pensacola.

Tropical Gardens 2013-Current

Worked in gardens assisting members of the local community with planting and caring for allocated sections. Assisted with setup and preparation of community garden, including general repair and maintenance works.