

Name

123 ABC Street
Soldotna, AK 99669
(907) 555-1234

****NOTE:** For "Objective", be specific, not generic - use job description as a guide

Objective: Seeking to obtain a position as a (job Title) at (Company Name.)

OR

Objective: Seeking position in the field of (Field Name).

HIGHLIGHTS OF QUALIFICATIONS

****NOTE:** May include achievements such as honor roll, National Honor Society, clubs, sports etc.

(include strengths, skills experience)

- Excellent customer service skills - friendly and personable
- Thrive in team setting or working independently
- Perform well under pressure in fast paced or stressful situations
- Able to complete multiple tasks in order of priority, while meeting deadlines
- Computer skills including Microsoft Word, internet research, and social media
- Excellent leadership skills - lead by example leadership style
- Strong communication skills, both verbal and written

WORK EXPERIENCE

****NOTE:** You may include volunteer or odd job work

Courtesy Clerk; Carrs/Safeway; Soldotna, AK 10/2022 - Present

- Greet and welcome customers in a friendly and polite manner
- Restock grocery bags at check-out stations and keep stations organized and neat
- Wipe down and disinfect check-out area including counter, debit card machine, and other surfaces
- Bag groceries for customers and offer additional assistance taking groceries to customers' cars

Volunteer; Salvation Army; Soldotna, AK 05/2018 - 10/2020

- Sort and organize donated items in warehouse area
- Assist Salvation Army staff in pricing and placing items on sales floor for sale
- Provided Assistance to truck driver to load and unload items from trucks

Lawn Mower; Residential/Private; Kenai Peninsula, AK 06/2017 - 09/2019

- Operate push mower to neatly mow grass covered properties for customers
- Rake up leaves and excess grass and dump in designated areas
- Use weed trimmer to clean up areas the mower cannot get access to

HONORS AND ACHIEVEMENTS

Maintain 3.0 GPA
Model UN Member

Lettered in Cross-Country Running & Swimming
All State Band (sophomore year)

EDUCATION

Soldotna High School - Currently attending; Graduate May of 2025

<p><u>COMMUNICATION SKILLS</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Speaking effectively <input type="checkbox"/> Writing clearly & concisely <input type="checkbox"/> Listening attentively <input type="checkbox"/> Expressing idea <input type="checkbox"/> Facilitating group discussion <input type="checkbox"/> Providing appropriate feedback <input type="checkbox"/> Negotiating <input type="checkbox"/> Perceiving non-verbal messages <input type="checkbox"/> Persuading <input type="checkbox"/> Reporting information <input type="checkbox"/> Describing feelings <input type="checkbox"/> Interviewing <input type="checkbox"/> Editing 	<p><u>ORGANIZATION, MGT/LEADERSHIP SKILLS</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Initiating new ideas <input type="checkbox"/> Handling details <input type="checkbox"/> Coordinating tasks <input type="checkbox"/> Managing groups <input type="checkbox"/> Delegating responsibility <input type="checkbox"/> Teaching, coaching, counseling <input type="checkbox"/> Promoting change <input type="checkbox"/> Selling ideas or products <input type="checkbox"/> Decision making with others <input type="checkbox"/> Managing conflict <input type="checkbox"/> Training, supervising <input type="checkbox"/> Timeliness, meeting deadlines <input type="checkbox"/> Checking for accuracy <input type="checkbox"/> Analytical, evaluation skills 	<p><u>INTERPERSONAL SKILLS</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Developing rapport <input type="checkbox"/> Being sensitive <input type="checkbox"/> Listening <input type="checkbox"/> Conveying feelings <input type="checkbox"/> Providing support for others <input type="checkbox"/> Motivating <input type="checkbox"/> Sharing credit <input type="checkbox"/> Counseling <input type="checkbox"/> Cooperating <input type="checkbox"/> Delegating with respect <input type="checkbox"/> Representing others <input type="checkbox"/> Perceiving feelings, situations <input type="checkbox"/> Asserting <input type="checkbox"/> Resolving conflict
<p><u>RESEARCH AND PLANNING SKILLS</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Forecasting, predicting <input type="checkbox"/> Creating ideas <input type="checkbox"/> Identifying problems <input type="checkbox"/> Imagining alternatives <input type="checkbox"/> Identifying resources <input type="checkbox"/> Gathering information/researching <input type="checkbox"/> Solving problems <input type="checkbox"/> Setting goals <input type="checkbox"/> Extracting important information <input type="checkbox"/> Defining needs <input type="checkbox"/> Analyzing <input type="checkbox"/> Developing evaluation strategies <input type="checkbox"/> Conducting research on Internet 	<p><u>TRADE/OCCUPATIONAL SKILLS</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Clerical, office equipment, computers, software programs <input type="checkbox"/> Mechanical, machinery, vehicles, heavy equipment <input type="checkbox"/> Sales <input type="checkbox"/> Healthcare <input type="checkbox"/> Construction, carpenter, electrician, laborer, warehouse worker/driver <input type="checkbox"/> Welder <input type="checkbox"/> Social Work <input type="checkbox"/> Teaching <input type="checkbox"/> Accounting, bookkeeping <input type="checkbox"/> Oilfield roustabout <input type="checkbox"/> Firefighter, Police Officer, State Trooper 	<p><u>SELF MANAGEMENT SKILLS</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Dependable <input type="checkbox"/> Flexible <input type="checkbox"/> Detail-oriented <input type="checkbox"/> Responsible <input type="checkbox"/> Team player <input type="checkbox"/> Enthusiastic <input type="checkbox"/> Patient, sincere <input type="checkbox"/> Assertive <input type="checkbox"/> Focused <input type="checkbox"/> Self-confident <input type="checkbox"/> Ability to handle conflict <input type="checkbox"/> Competitive <input type="checkbox"/> Punctual <input type="checkbox"/> Goal achievement <input type="checkbox"/> Cooperative