

(Sample of HiSET Resume)

Your Name
Your Street
Your City
Your Home Phone
email

Objective: An interesting position with a growing company

Skills:

- Excellent customer service, interpersonal and communication skills
- Flexible team player with the ability to complete tasks independently
- Computer proficiency: Internet search, Microsoft Word, Excel and PowerPoint

Experience: Holyoke Boys & Girls Club Holyoke, MA
Team Member Summer of 2012

- Performed general maintenance work, including painting and cleaning
- Worked on a team to organize a community food drive for the homeless shelter
- Completed supervisor training for the Young Adults program

Margaret's Pantry Holyoke, MA
Volunteer January 2010 to March 2011

- Collected, organized and distributed food baskets to families in need
- Managed delivery schedules and routes
- Maintained a clean and safe working environment

Education: Holyoke Boys & Girls Club Holyoke, MA
High School Equivalency Diploma 2011

Extracurricular Activities:

- Baseball Team, Holyoke Youth Baseball League Summer 2010
- Writing YAC's monthly newsletter April 2010
- Guitar Player The Guitar Place Fall 2006

References: Available upon request