

## Resume For Someone With No Work Experience

**Lindsay M. Cautrell**  
**769 Bishop Lane**  
**Norfolk, VA 23502**  
**(757) 555-1938**

**OBJECTIVE:** Seeking entry-level position in public relations.

**EDUCATION:** Old Dominion University, Norfolk, VA. B.S. in English, May 1988.  
Courses: Tech & Creative Writing, Speech, DTP

### **SKILLS & ABILITIES**

#### **Writing**

- Write a 12 page user manual.
- Wrote 15-minute slide presentation
- Published three human-interest stories.
- Assisted in multi-media proposal.

#### **Speech**

- Delivered nearly a dozen major speaking engagements.
- Served as coordinator of campus "Big Debate."

#### **Research**

- Wrote, conducted, interviewed and analyzed field data for an opinion survey.
- Desk Top Publishing (DTP)
- Familiar with Windows 95 and Mac OS8
- Wrote, edited and produced text using Text Writer 2
- Produced page-layouts using GlueGlobe 3
- Designed graphics using PencilSmudge 4

**REFERENCES:** Available Upon Request

**Note:** In this example, Lindsay had no experience for a job in public relations, so she stressed her school projects to develop her qualifications.

Treat school projects, courses and class assignments as experience. It will show you're qualified for an entry level position. Trade school, vocation school, business school and college students should use this approach.