Free Printable

First-Job Resume Template

Skills-and-education-first, project/coursework bullets

Inside this PDF
One page, one column — reads cleanly in hiring software
A filled example plus a blank template
Prints on Letter or A4 — free for personal use

styleyouritems.com

Free for personal use. No sign-up, no email.

Resume Template — Filled example

Alex Morgan

alex.morgan@email.com | (555) 123-4567 | Austin, TX

Summary

Friendly and reliable worker with 3 years of experience in customer service. Good with people, on time every day, and quick to learn new systems.

Experience

Customer Service Assistant — Bright Store, Austin, TX (2023 - Present)
Helped 50+ customers a day, handled returns, and kept the shop floor tidy. Trained 2 new team members.
Sales Helper — City Market, Austin, TX (2021 - 2023)
Stocked shelves, ran the till, and answered customer questions.

Education

High School Diploma — Austin High School (2021)

Skills

Customer service • Cash handling • Teamwork • Time management

Resume Template — Blank

Your Name

email | phone | city

Summary

Write 2 sentences about yourself: what you do and what you are good at.

Experience

Job title — Company, City (Years)

Job title — Company, City (Years)

Education

Skills

Tip for first jobs: list school projects, courses and volunteering where jobs would normally go.