

Medical Office Assistant (Entry-Level)

Location: Lafayette, LA

Job Type: Part-Time

Pay: \$12–\$15 per hour

Job Description

Healthy Care Clinic is seeking a friendly and organized Medical Office Assistant to support our front desk team. This position is ideal for students interested in healthcare careers and looking to gain experience in a medical environment.

Responsibilities

- Greet patients and visitors
- Answer phone calls and schedule appointments
- File medical paperwork and maintain records
- Assist with patient check-in and check-out
- Keep the reception area clean and organized

Qualifications

- High school student or recent graduate
- Strong communication and customer service skills
- Basic computer knowledge
- Ability to maintain confidentiality
- Reliable and punctual

Preferred Skills

- Experience using Microsoft Office
- Friendly and professional attitude
- Attention to detail

Apprentice Electrician Helper (Entry-Level)

Location: Lafayette, LA

Job Type: Full-Time

Pay: \$14–\$18 per hour

Job Description

Bright Future Electric is looking for motivated individuals to assist licensed electricians with residential and commercial projects. No experience is required—training will be provided.

Responsibilities

- Carry and organize tools and supplies
- Assist with installing electrical wiring and fixtures
- Clean and prepare work sites
- Follow safety procedures
- Learn basic electrical skills from experienced professionals

Qualifications

- High school student (16+) or recent graduate
- Ability to lift up to 50 pounds
- Interest in skilled trades
- Willingness to work outdoors and on construction sites
- Dependable work ethic

Preferred Skills

- Basic knowledge of hand tools
- Teamwork and problem-solving skills
- Positive attitude and eagerness to learn

Retail Sales Associate (Entry-Level)

Location: Lafayette, LA

Job Type: Part-Time, Evenings & Weekends

Pay: \$11–\$13 per hour

Job Description

StyleMart is seeking energetic Retail Sales Associates to provide excellent customer service and support store operations. This is a great opportunity for students looking to gain workplace experience.

Responsibilities

- Greet and assist customers
- Operate the cash register
- Stock shelves and arrange displays
- Maintain a clean and organized store
- Help customers find products

Qualifications

- High school student or recent graduate
- Friendly and outgoing personality
- Basic math skills
- Ability to work flexible hours
- Strong communication skills

Preferred Skills

- Customer service experience
- Teamwork and reliability
- Ability to multitask in a fast-paced environment

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OBJECTIVE

Responsible and motivated high school student seeking a part-time position to gain work experience, develop customer service skills, and contribute to a positive team environment.

EDUCATION

Evangeline High School, Lafayette, LA - Expected Graduation: May 2027

- Honor Roll Student with GPA: 3.7/4.0
- Relevant Coursework: English, Algebra II, Biology, Computer Applications

SKILLS

- Microsoft Word, Excel, and PowerPoint
- Strong communication and interpersonal skills
- Teamwork and collaboration
- Time management and organization

WORK & VOLUNTEER EXPERIENCE

Babysitter | Lafayette, LA June 2024 – Present

Supervise children and ensure a safe environment. Assist with homework and educational activities. Prepare snacks and maintain daily routines

Great Harvest Food Bank 2024 – Present

Sort and package food donations for distribution. Assist staff during community outreach events. Work cooperatively with volunteers and team members

EXTRACURRICULAR ACTIVITIES & ACHIEVEMENTS

Student Council Representative 2024 – Present

Varsity Soccer Team 2023 – Present

Honor Roll

Academic Excellence Award

Perfect Attendance Award

REFERENCES

Available upon request



STUDENT RESUME

Name _____

Address _____

Phone _____

Email _____

Work Experience:

List any jobs you have been paid for, even jobs around the home like babysitting, lawn care, etc. Include any volunteering also.

Extracurricular Activities:

List clubs, activities, awards.

Academic Achievements:

List academic honors, awards, & classes taken that align with the job you seek.

Personal Traits:

List skills that you have that align with the job you are applying for.

References:

List the names and titles of people (not family) that will vouch for you.

Top Ten Interview Questions

- Tell me about yourself.
- Why do you want to leave (or have left) your current job?
- Why do you want this job?
- What is your greatest strength?
- What is your greatest weakness?
- What computer skills do you have?
- Tell me about a time when you had great customer service.
- How do you handle stress and pressure?
- Tell me about a time when you were part of a successful team or group.
- Tell me about a time you had a conflict with a friend and how did you resolve it.
- Do you have any questions for me?

1. What is the name of your product?

2. What is your product used for?

My product helps people:

3. How much will your product cost?

Price of Item: \$_____

4. Where will you sell your product?

5. How many employees will you have?

6. Who is your customer?

7. What challenges might you face when selling your product?

8. How will you advertise your product?

☐ Flyers

☐ Social Media

☐ TV Commercial

☐ Radio Ad

☐ Word of Mouth

☐ Other: _____

Describe your advertisement:

9. Elevator Pitch Challenge: In one sentence, convince someone to buy your product!
