

FirstName LastName
6 Pine Street, Arlington, VA 12333
home: 555.555.5555
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Education

Arlington High School, Arlington, Virginia
2002 - 2006

Experience

Pet Sitter
2004 - Present

- Provide pet sitting services including dog walking, feeding and yard care.

Child Care
2002 - Present

- Provide child care for several families after school, weekends and during school vacations.

Achievements

- National Honor Society: 2004, 2005, 2006
- Academic Honor Roll: 2002 - 2006

Volunteer Experience

- Big Brother / Big Sisters
- Arlington Literacy Program
- Run for Life

Interests / Activities

- Member of Arlington High School Tennis Team
- Girl Scout
- Piano

Computer Skills

- Proficient with Microsoft Word, Excel, and PowerPoint, and Internet

FIRST LAST NAME

Street Address

City, State, Zip

Phone (Cell/Home)

Email Address

Objective:

To obtain knowledge of the day-to-day work of a business through a part time job, summer internship and/or job shadowing experience.

Education:

Main St. High School, Philadelphia, PA

Selected Courses:

Early Childhood Development (2005) - Freshman Year

Urban Education (2006) - Sophomore Year

Urban Education - Psychology (2006-07) - Junior Year

Urban Education - Instructional Internship (2007-08) - Senior Year

Dance and Art Electives

Activities:

- Modeling Club (2005) MSHS
- JROTC Drill Team (2005) MSHS
- Drama Club (2005) MSHS
- Cheerleading (2005-2008) MSHS

Volunteer Work and Job History:

Beacon Program, summer (2006)

Philadelphia, PA

Convenient Store, summer (2006)

Philadelphia, PA

Murray's Food Market (2006)

Philadelphia, PA

McDonald's Fast Food Restaurant (2007)

Philadelphia, PA

Boutique, summer (2007)

Philadelphia, PA

Skills and Languages:

- Spanish - Beginners level
- French - Beginners level
- Communication skills
- Experience in child caring - intermediate
- Researching and resource skills

Keith Jones

Home: 555-543-6543 Cell: 456-123-7654

Keith.Jones@gmail.com

244 Chestnut Street

Southampton, PA 18966

Education

George Washington High School, Southampton, PA, May 2011

Overall GPA 3.8; Honor roll each quarter

Honors: French Honors Society, National Honors Society, National Merit Scholar

Clubs: Political Science, Show Choir, Theater, Yearbook Committee

Athletics: Varsity Soccer Captain, Intramural Volleyball

Experience

Assistant, **Berkshire County Playhouse**, Berkshire, PA

Summer 2010

- Coordinated rehearsal and performance schedules for the cast and crew of three one-week productions over one season
- Created and managed social media accounts for the playhouse to market each show and ongoing activities

Cashier, **Joe's Cafe**, Southampton, PA

Fall 2009 - present

- Was selected employee of the month for efficient, friendly service
- Promoted to Barista in September, 2010

Tutor, **Student Tutors at Washington**, Southampton, PA

January 2009 - present

- Helped elementary school students apply mathematic and scientific concepts to their homework assignments
- Helped coordinate a weekend trip to the Philadelphia zoo each season and designed a packet of math and science questions related to the animals and exhibits children encountered there
- Became a pen-pal to one student throughout the three and a half years, encouraging and assisting him with studies and adjusting to different grade levels

Volunteer **Soup Kitchen**, Philadelphia, PA

Fall 2008 - present

- Served meals to over 100 less fortunate individuals each week
- Created a brown bag lunch program collecting donations to pack bags of food for individuals to take home with them

Volunteer, **John Doe Campaign for House of Representatives**

Summer 2008

- Made over 1000 phone calls to local residents and businesses to inform them about Doe's positions on issues
- Helped organize and publicize a voter registration day at George Washington High School for the start of the school year

Other Experience

- Lead role in *The Music Man*, Spring 2011
- Named MVP after leading soccer team to state finals victory in 2011 fall season

First Name Last Name

6 Elm Avenue, Stockler, CA 91733
Home: 111.111.1111 Cell: 766.444.4444
petals@flowershop.com

OBJECTIVE

Interested in a paid summer camp working up to 15 hours per week.

EDUCATION

Pepperona Central High School, Pepperona LA
High School Diploma anticipated in May 2010

Sophomore, GPA 3.84

Electives: Art, Culture & Foods, Independent Living, Family Advocacy
Activities: Band and Stage Crew

SPECIAL SKILLS & INTERSTS

- Love to work with children
- Can create attractive posters and flyers using graphic software
- Able to follow written instructions
- Good with Microsoft Word, Excel, and PowerPoint
- Can do internet research using MS Explorer and FireFox
- Enjoy biographies of famous people and plays
- Travelling with family
- Manage family recycling assignments

VOLUNTEER & COMMUNITY SERVICE

Stocklerbridge Hospital, Stockler CA Ongoing
Pediatric Ward Volunteer

- Read, watch television or play games with children
- Make sure the play area is neat and toys are put away after use
- Run errands or do assignments from staff

Stockler Recreation Department, City of Stockler Summer 2007
Volunteer Camp Counselor

- Led arts, crafts, sports, games, camping and hobby workshops for groups of 8-10 year olds
- Monitored groups of up to seven children on weekly field trips to the zoo, water parks and on walking tours
- Made sure campers were dropped off and picked up safely

GOALS

Planning to study Psychology or Music as a major in college
Join the Pep Squad in Junior year

Isabelle Thatcher
105 Belleview Ave., Chicopee, MA 01013
c: 413-323-1133 e: isthatcher@email.com

Education

B.A. Chicopee University, Chicopee, MA, Spring 2014
Major: English
Minor: Spanish

Relevant Experience

Sept. 2010 - present – **Chicopee University Volunteer Activities Club**, Chicopee MA
Member

- Volunteer weekly at daycare in local women's shelter.
- Create and lead arts and crafts activities for children ages 5 to 12 in shelter.

Summer 2011 – **Jones Family**, Springfield MA
Childcare Provider

- Caregiver for family with three young children.
- Organized activities for children, transported children to summer programs, and provided childcare while parents were working.

Summer 2010 – **Springfield Sunny Summer Camp**, Springfield MA
Camp Counselor

- Responsible for leading a group of 12 seven-year-old children through a series of daily activities.
- Designed weekly art projects for campers, purchased necessary materials, and led entire camp in step-by-step demonstration and lessons.

Sept. 2008 - May 2010 – **Chicopee High School Tutoring Program**, Chicopee MA
Spanish Tutor

- Designed weekly vocabulary and grammar lessons in introductory Spanish for three high school freshmen.
- Created practice vocabulary and grammar quizzes for students.
- Improved students' grades by an average of one letter grade.

Sept. 2007 - May 2010 – **Chicopee High School Arts and Crafts Club**, Chicopee MA
Vice President

- Co-designed and led weekly arts and crafts activities for 15 club members.
- Ran monthly fundraisers to raise money for club supplies.

Relevant Certificates

CPR/AED Certification, Red Cross, May 2011
First Aid Certification, Red Cross, May 2011
Massachusetts Driver's License

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OBJECTIVE

A weekend part time position in a retail store that sells music, books or sporting supplies.

EDUCATION

Woodrow Wilson National High School, Stockler CA
High School Diploma anticipated in May 2009 Junior, GPA 3.41

High School Awards and Honors

National Honor Society: Fall 2005, Fall 2006, Spring 2008
Middle School Academic Honor Roll: 2002, 2003
Perfect Attendance 2006

WORK EXPERIENCE

Franklin's Lawn & Garden Services, Stockler CA 2004 to Present

- Assist family business to provide lawn and yard care services for 25 neighborhood homes bi-weekly.
- Create and distribute 200 flyers about lawn services using Print-to-Pretty software in the neighborhood monthly.
- Help to stuff envelopes with invoices for monthly billing and enter payments into Quick spreadsheet software.

Chuck's Sodas & Pizza, Stockler CA Summer 2007

- Restocked condiments, napkins and maintained a clean counter.
- Provided great customer service for about 25 walk-in customers on each shift.
- Operated cash register, POS, and frequent guest card system.

VOLUNTEER & COMMUNITY

Big Kids Society - 10 hours monthly
Library Reading Program - 2 hours monthly
5K Walk with family - October 2004, 2005, 2006

INTERESTS & SKILLS

-Community Basketball League - Most Improved Player Award 2001
-Bass Guitar - Indoor Marching Band 2nd Place Tournament of Bands 2008
-Proficient with Microsoft Word, Excel, and PowerPoint, and Internet Research