

Name  
Street Address  
City, State, Zip Code  
Telephone Number Email Address

## Sample Resume –

*[Use headings for sections that apply to you. List in chronological order, most recent first]*

*Create  
an  
Objective  
that fits  
you*

### **OBJECTIVE** *(Write a statement about what you are seeking to do next.):*

To attend ABC College in the fall, transfer to a four-year college/university and pursue a career in education.

To obtain admission into a four-year university and earn a Bachelor's degree in Engineering.

To obtain a retail sales position to gain experience for a future career in fashion and design.

### **EDUCATION** *(List each school you attended with the first one being the school you presently attend. List career-related and advanced coursework.)*

North Point High School for Science Technology & Industry High School

Waldorf, Maryland 20603

2019 - 2023 **(years attended)**

- Business Management and Entrepreneurship
- Investment and Financial Management
- College Accounting

### **HONORS AND AWARDS** *(List any academic, athletic, or personal awards you have received Provide the name of award, high school grade level awarded)*

- Principal's Honor Roll (9, 10, 11,12)
- National Honor Society (NHS) (11,12)
- Girl Scouts Gold Award *(or Boy Scouts Eagle Award)* (12)
- Scholar-Athlete Award - J.V. Softball (9,10)

*List awards  
starting with  
the most  
recent received  
first!*

### **HIGH SCHOOL CLUBS/ORGANIZATIONS** *(Name of club/organization, activities, total hours, and grade level)*

- Yearbook Senior Editor (12) (100 hrs.)
  - Review articles and layouts
- Key Club (10, 11, 12) (85 hrs.)
  - Nature Walk-Wilderness Park - Conducted tour of park
  - American Heart Association Walk- Registered participants
  - Heal the Bay Clean-up - Picked up trash from beach sites

*List most recent  
participation first!  
Include service  
activities,  
leadership positions  
and total hours with  
each organization.*

- Student Government Association (10, 11) - Vice President (11) (217 hrs.)
  - Blood Drive - Organized and provided patient care
  - Helped coordinate school activities
- Ecology Club (9, 10) (22 hrs.)
  - Bay Cleanups - Cleared trash from local bay sites
  - Water testing-Assisted with testing of water from local water sites

**ATHLETIC TEAMS (Name of sport, Varsity/J. V./Freshman, leadership positions, grade level)**

- Swimming - Varsity (11, 12), JV (10) - Team Captain (11, 12)
- NPHS Cher Team (11, 12) – Captain (12)
- CEA All-Star Cheer (9, 10, 11, 12)
- Marching Band – (9, 10, 11, 12) - Lead Trumpet (12)
- AYSO Region 18 Basketball - (9, 10, 11)
- Lacrosse - JV (9, 10)
- Soccer - JV (9)

*List most recent participation first! Include non-school sports teams, if participated while in high school.*

**COMMUNITY / VOLUNTEER INVOLVEMENT (List the name of organization, city, state, title or leadership positions, total hours, duties, grade level)**

- Little Company of Mary Hospital (11, 12) (220 hrs.)
  - Filing, nurse's aide, deliver flowers to patients
- Community Baptist Church- Youth Group Leader (10, 11, 12) (120 hrs.)
  - Organize and conduct activities for children
- Friends of the City Library (10, 11) (67 hrs.)
  - Cataloging books, stocking shelves, reading to small children
- Girl Scouts (9, 10, 11) (107 hrs.)
  - Park Community Service project (directed troop refurbishing of park and pathways and planting new shrubbery)
- AYSO Region 18 (10, 11) (170 hrs)
  - Coach for 7-8 year girls
  - Referee for soccer games

*List most recent participation first; include total hours of service with each group and describe service performed.*

**WORK EXPERIENCE (List the name of the company, city, state, and years worked. List your job title, hours per week, and duties performed – grade level)**

- A, B, C Law Offices - May 2008 to present (15 hrs./week)
  - Receptionist, typing, filing
- Child Care (10, 11) (6 hrs./week)
  - Supervise children ages 4 to 10, plan activities, prepare snacks

*List most recent employment first. Include hours per week and duties performed.*

**SKILLS, STRENGTHS, HOBBIES or TALENTS (List any skills, strengths, hobbies or talents you have based on your self-assessment)**

- Music - Played piano since the age of 10
- Computers – Programming (JAVA, Python)
- Bowling
- Biking