

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.]

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

**Examples  
Only:  
Create an  
objective  
that fits  
YOU!**

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

OR

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

OR

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

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

St. Charles High School  
Waldorf, Maryland 20646

201\_\_ - 201\_\_ (years attended)

- Business Management and Entrepreneurship
- Investment and Financial Management and College Accounting
- AP English Literature and AP US History

### HONORS AND AWARDS (List any academic, athletic, or personal awards you have received. Provide the name of award, criteria for the award, and grade level awarded.)

- Principal's Honor Roll (9, 10, 11,12) – 3.5 GPA or better
- National Honor Society (NHS) (11,12)
- Girl Scouts Gold Award (or Boy Scouts Eagle Award) (12)
- Scholar-Athlete Award – J.V. Softball (9,10)

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

### HIGH SCHOOL CLUBS/ORGANIZATIONS (List the 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

**Note:**  
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 campus club activities
- Ecology Club (9, 10) (22 hrs.)
  - Bay Cleanups – Cleared trash from local bay area
  - Water testing – Assisted with testing of water from local water sites

**ATHLETIC TEAMS/BAND** (*List the name of sport, Varsity/J.V./Freshman, leadership positions, and grade level.*)

- Cheer Team (11,12) – Captain (12)
- Swimming – Varsity (11, 12), JV (10) – Team Captain (12)
- Band – Lead Trumpet in Jazz Band (11)
- Basketball - (9, 10, 11)
- Softball – JV (9, 10)
- Soccer – JV (9)

Note:  
*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 and/or leadership positions, total hours, duties, and 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 and pathways and planting new shrubbery)
- AYSO Region 18 (10, 11) (70 hrs.)
  - Coach for 7-8 year girls
  - Referee for soccer games

Note:  
*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, and grade level.*)

- A, B, C Law Offices – May 2018 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

Note:  
*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)
- Biking
- Bowling