

EXAMPLE RESUME

Jane Doe

234 FAKE STREET, MODESTO, CA, 71234 fake@fake.com 202.202.2020

OBJECTIVE

Conscientious and honest High School student seeks employment, willing to diligently follow guidelines and directions. Will work hard to achieve employer objectives and goals.

EDUCATION

Conscientious and honest High School student seeks employment, willing to diligently follow guidelines and directions. Will work hard to achieve employer objectives and goals.

JUNIOR AT MODESTO CENTRAL HIGH SCHOOL, MODESTO, CA

- GPA 3.5
 - Honor Roll Student
 - Classes taken: Pre-Calculus, AP English, Spanish, Industrial Engineering
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ACHIEVEMENTS, HONORS AND ACTIVITIES

- Honors: National Honor Society, National Merit Scholar
 - Clubs
 - Clinics for a Cause: Co-founder, President
 - Political Science
 - Robotics
 - Athletics
 - Intramural Track & Field
 - Varsity Volleyball
 - JV Soccer Captain
 - Activities
 - Yearbook Committee
 - Writer, School Newspaper
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WORK EXPERIENCE

RESIDENTIAL LAWN MOWING - JUNE 2016 TO SEP 2016

- Performed residential lawn care -- mowing, bagging, weeding and clean-up.

SALES/CUSTOMER SERVICE - FEB 2017 - PRESENT

- Wrote orders, cashiered, answered phones, provided customer service.
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VOLUNTEER EXPERIENCE

PEDIATRIC WARD VOLUNTEER - MARCH 2016 TO MAY 2016

- Entertained patients ages 5-15 using arts and crafts, ran errands for staff.

LIBRARY VOLUNTEER - MARCH 2015 TO MAY 2015

- Assist patrons to select materials; operate the cash register; shelve pre-sorted books