

Sample Resume - Handout 2

GRADE 9

Mary Jane Doe

6 Pine Street, Lewisburg, WV 24901
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Education

2005- 2009 Greenbrier East High School, Lewisburg WV

Work Experience

2004 – Present **Child Care**

- Provide child care for sever families after school, weekends and summers

2005 – Present **Pet Sitter**

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

Awards/Achievements

- National Honor Society: 2006, 2007, 2008
- Academic Honor Roll: 2005 - 2009

Leadership Experience

- President of *Up and Comers* 4-H Club 2007-09
- Captain of Cheerleading Squad 2008-09
- Vice-President of GEHS Show Choir 2008-09

Volunteer Experience

- Big Brother / Big Sisters
- Literacy Program
- Run for Life
- Church Choir and Vacation Bible School

Co- Curricular Activities

- 2005-2009 Cheerleading

- 2005-2009 Show Choir and Concert Choir
- 2006-2009 Natural Helpers

Hobbies/Interests

- Piano
- Photography
- Singing

Computer Skills

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