

Sample Resume

Sally Doe
123 Main Street
Brookfield, CT 06804
(203) 775-1111
BHSSStudent@aol.com

Education

HS Diploma: Will graduate in June 2006 from Brookfield High School, Brookfield, CT
GPA: 3.4 SAT: 1880 Verbal -620 Math-580 Critical Reasoning - 680
Current Classes: AP Calculus, AP Psychology, Honors Physics, DECA I & II
Additional Training: Currently taking a three-credit college course, "Introduction to Photography" at Naugatuck Valley Community College, Waterbury, CT; Red Cross CPR and First Aid Certification; Waterfront Lifeguard Certification

Skills

Computer Skills: Microsoft Word, Excel, PowerPoint and use of the Internet
Retail Skills: Operating a cash register, processing checks and credit cards, customer service
Exceptional communication and organizational skills

Honors and Awards

- Boehringer Ingelheim Pharmaceuticals Scientific Scholar (2003)
- Rotary Youth Leadership Award (2002)
- National Honor Society (2003)
- High Honor Roll (2003-present)
- Varsity Swimming All Conference Academic Team (2005)
- Art Award (2003)

Extra-Curricular Activities

- Varsity Swim Team (2000-2005)
- Photography Club (2002-2005)
- Student Council (2002-2005, Vice President 2004)
- Girl Scouts (1999-2004, received Silver Award)
- Marching Band (2003-2004)

Volunteer Activities

- Member, *Students of Services* (SOS), Brookfield High School (2003-Present)
- Volunteer services for: Bread and Roses, Hispanic Center and Habitat for Humanity
- Volunteer Teachers Assistant, *St. Joseph's Church*, Brookfield, CT (2003-Present)
Assisted teacher in fifth grade religious education class

Employment

- Customer Service, Kohl's, Brookfield, CT (August 2001-Present)
- Lifeguard/Swim Instructor, Brookfield Parks & Recreation, Brookfield, CT (2002 - 2005)
Taught Red Cross Swim lesson to fifth graders
- Child Care Provider, (2000 - present)