

John Doe
123 ABC Lane
Anywhere, IN 47630
(812) 555-5555
Johndoe@email.com

Objective: To obtain a position as a sales clerk.

Personal Qualities:

- Stress Management- I work well under pressure
- Time Management – I do not get easily distracted

Skills:

- Communication- I can easily use words to express myself and my ideas, however, I am also a good listener.
- Punctual-I am always on time. I have never received a tardy in school.
- Reliable-I always have my homework turned in on time.

Activities:

- FCA (Fellowship of Christian Athletes)-8/2009 through current
 - Volunteer to pass out hot chocolate to student body
 - Leadership camp-June 2010
- Jr. Civitan
 - Volunteer at the Special Olympics 2/2010
- Basketball (10/2009-3/2010)
 - Team Captain

Awards:

- Perfect Attendance
 - 2008-2009 School Year

Education:

- Castle High School (8/2009 – 3/2010)
 - Computer Applications Class
 - Preparing for College and Careers Class
 - Spanish 1 Class

Work Experience:

- Taco Bell (6/2009-1/2010)
123 Restaurant Ave.
Anywhere, IN 47630
Cashier/Food prep.

References:

- Bobby Person, Supervisor
Taco Bell
123 Restaurant Ave.
Anywhere, IN 47630
(812) 555-5556
- Suzy Teach, Teacher
USA High School
123 School Way
Anywhere, IN 47630
(812) 555-5557
- Tim Ball, Coach
USA High School
123 School Way
Anywhere, IN 47630
(812) 555-5557