

First Name Last Name

Street Address, City, State Zip Code

Tel: (XXX) XXX-XXXX

Email: professional job search email address

Skills

- List some skills, achievements, personal attributes that you have that they employer is looking for-Here are some examples
- Microsoft Office Suite (Word, PowerPoint, Excel)
- Excellent customer service skills
- Strong desire to learn

Education

Name of School, city school is located in, State (ex: San Francisco, CA)

Expected Graduation Date:

School Program (ex: GED, High School Diploma, A.A. in Business Administration)

Volunteer/Work Experience

Name of organization you worked with, City the organization was in, State

Start Date- End Date

Your job title

- What you did
- Any highlights/special accomplishments from the work experience
- What skills you developed/used

San Francisco Food Bank, San Francisco, CA

May 2009- Present

Food Bank Volunteer

- Served food to the San Francisco homeless community
- Collaborated with other volunteers to help prepare food for the food pantry

Friends and Family, San Francisco, CA

May 2009- Present

Pet Sitter

- Provided pet sitting services including dog walking, feeding and yard clean up

Extracurricular Activities

- Student Council
- Varsity Basket Ball

Awards/Achievements

Think of awards or achievements that you have received through school, volunteering or other organizations.

Academic Honor Roll: Spring 2009

References Available Upon Request