

# 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