

Sample High School Resumes

JANE SMITH

*1313 Smalltown Lane
Yourtown, TN 37701
(555) 555-5555
jane.smith@myemail.com*

AREAS OF MAJOR EXPERIENCE _____

Childcare Provider

Caring for children ages 6 months to 12 years.
Developing activities for play time and preparing healthy snacks.
Meeting with parents to discuss their child's experiences.

PROFESSIONAL EXPERIENCE _____

*February 2009 to
Present* Small World Daycare, Yourtown, TN 37701
Daycare Assistant

*May 2008 to
September 2008* Private Family, Smithville, TN
In-home Daycare Provider

EDUCATION _____

May 2011 John Mills High School, Yourtown, TN
Diploma

OTHER INTERESTS _____

Running on the Cross Country team.
Acting in school plays with the Drama Club.
Teaching Sunday School to 5th graders at church.

SPECIAL ACCOMPLISHMENTS _____

Certified in CPR and First Aid.

JOHN ANDREW SMITH

1111 Main Street
Anytown, IA 50701
(555) 555-5555
John.smith@emailserver.com

PROFESSIONAL EXPERIENCE

A.J.'s Pet Shop, Anytown, IA
Assistant

10/10 - Present

Assisting the owner with inventory.
Working with customers to meet their pet needs.

A. Town Foodstores, Anytown, IA
Cashier & Delivery

5/09 - 5/10

Worked the cash register helping patrons.
Assisted manager in training new employees.
Delieverd groceries to home-bound customers.

EDUCATION

Washington Irving High School, Anytown, IA
High School Diploma

2011

OTHER INTERESTS

Habitat for Humanity, Volunteer
Meals on Wheels, Volunteer

SPECIAL ACCOMPLISHMENTS

Honor Roll for 4 consecutive semesters.
First chair trombone in symphonic band.
Student of the Month, January, 2010.

