

Sample Resume

FirstName LastName

2016 Guess Road, Durham North Carolina 27702

Home: 555.555.5555

Cell: 566.486.2222

E-mail: your.name@gmail.com

Education

The School for Creative Studies, Durham, North Carolina
2010-Present

Work Experience

Sales Associate, The Retail Store

June 2011 – Present

- Maintain and restock inventory.
- Provide customer service.
- Operate computerized cash register system.

Child Care

2010 - Present

- Provide child care for several families after school, weekends and during school vacations.

Achievements

- National Honor Society: 2014-2015
- Academic Honor Roll: 2010-2014

Volunteer Experience

- Big Brother / Big Sisters
- Independent Animal Rescue, Durham NC
- Run for Life

Interests / Activities

- Member of DSA High School Tennis Team
- Girl Scout
- Piano

Computer Skills

- Proficient with Microsoft Word, Excel, and PowerPoint, and Internet