

# Sample Resume

Sally Doe  
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(203) 775-1111  
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## Education

**HS Diploma:** Will graduate in June 2006 from Brookfield High School, Brookfield, CT  
**GPA:** 3.4 SAT: 1880 Verbal -620 Math-580 Critical Reasoning - 680  
**Current Classes:** AP Calculus, AP Psychology, Honors Physics, DECA I & II  
**Additional Training:** Currently taking a three-credit college course, "Introduction to Photography" at Naugatuck Valley Community College, Waterbury, CT; Red Cross CPR and First Aid Certification; Waterfront Lifeguard Certification

## Skills

**Computer Skills:** Microsoft Word, Excel, PowerPoint and use of the Internet  
**Retail Skills:** Operating a cash register, processing checks and credit cards, customer service  
Exceptional communication and organizational skills

## Honors and Awards

- Boehringer Ingelheim Pharmaceuticals Scientific Scholar (2003)
- Rotary Youth Leadership Award (2002)
- National Honor Society (2003)
- High Honor Roll (2003-present)
- Varsity Swimming All Conference Academic Team (2005)
- Art Award (2003)

## Extra-Curricular Activities

- Varsity Swim Team (2000-2005)
- Photography Club (2002-2005)
- Student Council (2002-2005, Vice President 2004)
- Girl Scouts (1999-2004, received Silver Award)
- Marching Band (2003-2004)

## Volunteer Activities

- Member, *Students of Services* (SOS), Brookfield High School (2003-Present)
- Volunteer services for: Bread and Roses, Hispanic Center and Habitat for Humanity
- Volunteer Teachers Assistant, *St. Joseph's Church*, Brookfield, CT (2003-Present)  
Assisted teacher in fifth grade religious education class

## Employment

- Customer Service, Kohl's, Brookfield, CT (August 2001-Present)
- Lifeguard/Swim Instructor, Brookfield Parks & Recreation, Brookfield, CT (2002 - 2005)  
Taught Red Cross Swim lesson to fifth graders
- Child Care Provider, (2000 - present)