

SAMPLE RESUME

Jane Smith
PO Box 2018
janesmith@gmail.com
(516) XXX-XXXX

Education

Mineola High School, Class of 2019 (3.4 GPA)

Work Experience

Garden City Country Club, Garden City, NY, Caddie & Outside Services
(May 2016 - Present)

Friendly's, Mineola, NY, Hostess (September 2017 - April 2019)

Activities/Service

Key Club (2015-2019), Treasurer (2018-19)

Varsity Golf (2015-2019), Co-Captain (2018-19)

Big Brothers Big Sisters of LI, Volunteer & Mentor (2017-19)

Alex's Lemonade Stand, Committee Member (2015-2019)

Awards

Silver Award, Girl Scouts of America, 2015

Unsung Hero, Varsity Golf Team, 2016

Regional Finalist, DECA Club, 2017

National Honor Roll, 2018

All-Conference Girls Golf Team, 2019

Interests/Skills

Coding, Reading, Hiking, Photography / Adobe Suite (Lightroom, Photoshop)

Language

Fluent in Italian