

First Name A. Last Name

Street Address
724.437.4741

Uniontown, PA 15401

OBJECTIVE

To obtain a challenging position that will utilize my education and experience in preparation for a future career in the ???? field.

EDUCATION

Laurel Highlands High School, 300 Bailey Avenue, Uniontown, PA 15401
Phone: 724.437.4741 School Website: www.lhsd.org

Course of Study: Education, Health and Human Services Academy

Skills: Keyboarding GWAM-55, MicroSoft Office, Internet Explorer, Spanish I & II

Activities: National Honor Society, InterAct Club, Boys Basketball, Caring Team

Honors: High Honor Roll Student, Who's Who Among American High School Students, Honors English and History Classes and Advanced Placement Biology. Ninth Grade-Most Improved Student in Honors Biology.

INTERESTS

Basketball
Mixed Martial Arts
Physical Fitness

WORK EXPERIENCE

Landscaping, Summer of 2008-present.

Responsibilities

- ✓ Designing landscaping layouts.
- ✓ Arranging creative floral displays.
- ✓ Putting down mulch and rock.
- ✓ Planting flowers, trees, grass seed and shrubs.
- ✓ Removal of old materials.
- ✓ Operation of lawn mower, weedeater, blower and trimmer.
- ✓ Able to use small hand tools.
- ✓ Snow removal.

COMMUNITY SERVICE

Volunteer for the Laurel Highlands Academic Foundation
Hatfield Elementary School
Laurel Highlands Boys Basketball Camp

REFERENCES

Available upon request.

High School Student with Some Work Experience

Jane Doe

138 Main Street
 Anytown, KY 40000
 000-000-0000

Personal

Achievement awards for good grades and honor roll, listed on National Honor Society, and member of FHA and DECA Clubs. Enjoy reading.

Training and Education

- 1998-Present Valley High School; Anytown, KY
 Grades: 9th - 11th (currently senior)
- 1995-1998 Hollow Creek Elementary School; Anytown, KY
 Grades: 6th - 8th
- 1988-1994 Simpson Elementary School; Anytown, KY
 Grades: Kindergarten - 5th

Special Training

- 1999 Valley High School; Anytown, KY
Child Development Services I
 Conducted at Hollow Creek Elementary
- 1998 Valley High School; Anytown, KY
Keyboarding Class
Introduction to Computers

Work Experience

- 06/99-09/99 Happy Mart; Anytown, KY
Cashier
 Operated cash register, totaled customer purchases, sold lottery tickets, prepared sandwiches.
- 07/98-08/98 Any County Board of Education; Anytown, KY
Summer Youth Program - Hollow Creek Elementary
 Janitorial work, painting, and wallpapering

References

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|---------------|---|---------------|
| Beverly Smith | Supervisor at Hollow Creek Elem. School | 000-0003 home |
| Kathy Doe | Supervisor at Valley High School | 000-0005 work |
| Joan Ark | Legal Secretary | 000-0001 home |

Jane Doe

138 Main Street
Anytown, KY 40000

home #'s 000-000-0000 or 000-000-0001

janedoe@resume.com

Personal

Listed on National Honors Society, high school honor roll, listed in Who's Who for Cheerleading and Academics. Enjoy cheerleading.

Education

1997-2000 Hill County Central High School, Anytown, KY
Grades: 9th - 12th

1996-1988 Hill Elementary School, Anytown, KY
Grades: Kindergarten - 8th

Special Training

1998 Hill County Central High School, Anytown, KY
Keyboarding
Intro to Computers

Extra-Curricular Activity

Cheerleader (1992-1999)

References

John Doe	Teacher at Hill County High School	000-000-0003
Judy Charles	Employment Interviewer	000-000-0004
Mary Poppins	Retired Teacher	000-000-0005