

SAMPLE RESUME (THIS IS AN EXAMPLE)

ROSALIE MARIE VANCOUVER

Street Address, City, State, Zip Code

Phone Number

E-mail address

EDUCATION:

2020 – present: Current junior at XYZ High School, Washington, DC

WORK EXPERIENCE:

2020 - present:

Landscape gardener at Lawn Care Plus

- Provide lawn maintenance services including mowing grass
- Led a team of four employees for lawncare maintenance
- Skills acquired: management, attention to detail, customer service

2021 - present:

Math tutor for two middle school students

- Prepare study materials, help with homework, and facilitate studying for tests
- Skills acquired: organization, communication, time management

2021 - 2023:

Childcare Provider for local families

- Provided childcare for families on weekends and during school vacations
- Skills acquired: patience, instructional skills, decision-making skills

VOLUNTEER/EXTRACURRICULAR EXPERIENCE

2022:

Volunteer for the Amyotrophic Lateral Sclerosis (ALS) Foundation

- Co-organized car wash fundraiser with a team of six students
- Skills acquired: budgeting and money management, teamwork

2022:

Contributor to XYZ Science Fair

- Led science project to participate at Science Fair
- Skills acquired: project management

2020 - present:

Member of XYZ Marching Band

- Played alto saxophone
- Skills acquired: teamwork, discipline

2023 - present:

Vice-president, St. Mary's Class of 2024

- Led meetings to discuss class issues and concerns
- Skills acquired: leadership

2022 - present:

Member, St. Mary's Science and Math Club

- Participated in Science Olympiad and Math Athletes competitions
- Skills acquired: teamwork, academic discipline

2019 - 2023:

Active member of Girl Scout Troop #376

- Participated in troop service projects
- Mentored younger Girls Scouts
- Skills acquired: mentoring

HONORS/AWARDS

2023 - present National Honor Society

2020 - present XYZ Academic Honor Roll

COMPUTER SKILLS: Proficient in Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and Canva