

FirstName LastName

6 Pine Street, Arlington, VA 12333

home: 555.555.5555

cell: 566.486.2222

email: phjones@vacapp.com

Education

Arlington High School, Arlington, Virginia

2006 – 2010

Experience

Sales Associate, The Retail Store

June 2008 – Present

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

Child Care

2007 - Present

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

Achievements

- National Honor Society: 2008, 2009, 2010
- Academic Honor Roll: 2006 - 2010

Volunteer Experience

- Big Brother / Big Sisters
- Arlington Literacy Program
- Run for Life

Interests / Activities

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

Computer Skills

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