**Sample Resume - High School**

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**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