**First name Last name**

Mailing address, City, ST zipcode

e-mail (nothing too cute); phone number

**OBJECTIVE**

Seeking a part-time position (or work-study position) for the academic year of 2012–2013

**SKILLS**

* Intermediate knowledge of Microsoft Word and PowerPoint; Basic understanding of PhotoShop and Microsoft Excel
* Intermediate conversational French
* CPR certified (or Blackbelt or other certifications if you have them)
* Possess excellent customer service demeanor
* Positive and helpful attitude (or motivated, resourceful, analytical, innovative, etc.)

**EDUCATION**

Champlain College, Burlington, VT

Pursuing Bachelor‘s Degree in name of major Class of 2016

Central High School, City, ST

Diploma June 2012

* Member, band, orchestra, sports teams, clubs, theatre, yearbook staff, etc.
* Secretary of AFS Club and hosted foreign student in junior year
* Performed service project on homelessness in America and presented to the Rotary

**WORK HISTORY**

RiteAid Pharmacy, City, ST

Stocker part-time, Jan. – June 2012 & full-time Summer 2012

* Assisted customers with locating merchandise which required good people skills
* Suggested new items to managers based on customer requests
* Maintained orderliness of aisles and attractiveness of displays
* Demonstrated initiative by looking for extra projects and showing a desire to learn more

Self-employed, City, ST

Lawn Care Assistant Summers of 2009–2011

* Managed self-owned business by marketing and managing lawn care jobs
* Maintained seven to ten clients each season
* Set prices and billed customers

**INTERESTS**

Kayaking, Suduko, music (optional - list three of four things)