

John Smith
1234 Main Street
Los Angeles, CA 90032
(323) 222-2222
(323) 555-5555 (cell)

Objective: Seeking a part-time position where I can utilize my skills, abilities and Knowledge.

Education: Woodrow Wilson High School
4500 Multnomah Street
Los Angeles, CA 90032
Expected graduation June 2008

Work Experience: McDonald's *December 2006 – present*
716 Fair Oaks Avenue
Pasadena, CA 91106
Responsibilities: Taking food orders, greeting customers, maintaining/cleaning dining area.

Volunteer Experience: El Sereno Middle School *September 2005- - June 2006*
2839 North Eastern Avenue
Los Angeles, CA 90032
Responsibilities: Assist seventh grade teacher with organization of classroom, reading to students, and supervising students on the playground.

Skills and Abilities:

- Accurate keyboarding speed of 35 wpm
- Experience with following computer programs: Microsoft Word, Excel, PowerPoint, Publisher, Access
- Bilingual – English/Spanish
- Responsible
- Works well with others
- Eager to learn new things

Extracurricular Activities: Member of the Varsity Basketball Team, 2007/2008 season
Member of the Varsity Soccer Team, 2006/2007 season

Awards/Certificates: Perfect Attendance 2005/2006 and 2006/2007 school year

References: Mr. Kambe, Counselor
Woodrow Wilson Senior High School
(323) 276-1600

Mrs. Smith, Business Education Teacher
Woodrow Wilson Senior High School
(323) 276-1600