

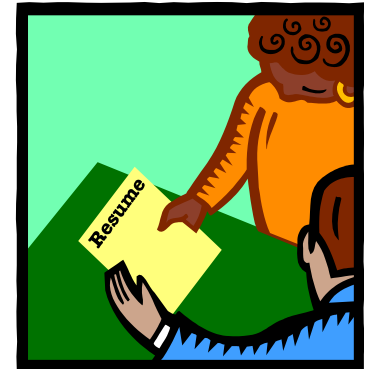
RESUME WRITING Handout 1 Sample Resume

Resume Size has been altered (Place in binder)

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Chicago, IL 55555

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Chantay Johnson



Education

- 1998 - Present **Aimes High School**
- **Junior**
 - **GPA: 3.5**
 - **Focus on general college prep classes**

Volunteer experience

- Summer, 2000 **Anticruelty Society**
- **Organized and maintained surgical files**
 - **performed customer service duties in feline viewing room**

- Spring, 2000 **Stuart's Retirement Home**
- **Coordinated afternoon entertainment and refreshments**
 - **Trained new volunteers**

- 1997– 2000 **St. Joseph's Hospital**
- **Candy Striper volunteer in pediatric unit**
 - **Duties included simple care and entertainment of children, typing and filing, and light housekeeping**

Awards received

Received a Presidential Physical Fitness Award in Spring of 1999 and has maintained membership on the Aimes High School Honor Roll since freshman year.

Languages

Has completed 3 years of Spanish with a 4.0 average.

Extracurricular Activities

- **Reporter for *The Herald*, the Aimes student newspaper**
- **Member of the Debate team, Beta Club, and SADD (Students Against Drunk Driving)**
- **Student Council Representative for Division 555 during sophomore year**

References

- **Mr. John Smith, Journalism Teacher at Aimes High School, (555) 555-5555**
- **Ms. Jane Doe, Volunteer Coordinator for the Anticruelty Society, (555) 555-5555**