

# Sample Resume – Handout 2

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## Mary Jane Doe

6 Pine Street, Lewisburg, WV 24901  
home: 555-555-5555 Cell: 566-486-2222  
email: [mjdoe@vacapp.com](mailto:mjdoe@vacapp.com)

### Education

2005- 2009 Greenbrier East High School, Lewisburg WV

### Work Experience

2004 – Present **Child Care**

- Provide child care for sever families after school, weekends and summers

2005 – Present **Pet Sitter**

- Provide pet sitting services including dog walking, feeding and yard care for seven clients.

### Awards/Achievements

- National Honor Society: 2006, 2007, 2008
- Academic Honor Roll: 2005 - 2009

### Leadership Experience

- President of *Up and Comers* 4-H Club 2007-09
- Captain of Cheerleading Squad 2008-09
- Vice-President of GEHS Show Choir 2008-09

### Volunteer Experience

- Big Brother / Big Sisters
- Literacy Program
- Run for Life
- Church Choir and Vacation Bible School

### Co- Curricular Activities

- 2005-2009 Cheerleading
- 2005-2009 Show Choir and Concert Choir
- 2006-2009 Natural Helpers

### Hobbies/Interests

- Piano
- Photography
- Singing

### Computer Skills

*Adapted from the West Virginia Department of Education Links Curriculum lesson of the same name, June 2012. <http://wvde.state.wv.us/counselors/links/about.html>*

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

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