Jane Doe

1600 Maple Street
Carrollton, GA 30118

678-839-5600
admiss@westga.edu

Education

2003-2007 Hometown High School Peachy, GA

- Received Dual Seal Diploma
- Currently ranked 2 out of 256, expect to graduate as Salutatorian

Awards and Honors

- Received high school's English Scholar award
- Nominated by faculty as an Outstanding Senior
- Lettered in four varsity sports; tennis, competitive cheerleading, track, basketball
- Part of the Georgia State Cheerleading Championship team
- Nominated homecoming court for four consecutive years
- Nominated by senior class as "Most Unforgettable"

Leadership Roles

- Senior Class Secretary
- Editor of high school Yearbook and Newspaper
- President of high school's National Honor Society
- Captain of high school's Varsity Tennis Team
- Organized our school's first religious organization

Community Service

- Participated in Habitat for Humanity
- Sponsored a needy family for Christmas
- Volunteered at Georgia State Cross Country Meets
- Assisted children in local after school program with homework

Extracurricular Activities

Playing sports, reading, creative writing and spending time with family.

Work Experience

Summers 2003-2007 Carrollton Parks and Recreation Carrollton, GA

Life Guard/Swim Instructor

- Instructed adults and children in swimming
- Guarded day camps, swimming lessons, swim meets and public swim
- Maintained clean swimming environment
- Gained trust of patrons
- CPR and First Aid Certified

2005-2007 Harris Family Carrollton, GA

Caregiver/Babysitter

- Picked up three children from school and delivered them to and from after school activities
- Assisted children with homework
- Often provided dinner for children and assisted them with preparing for bed

SAMPLE RESUME