

## **Sample Resume**

Jane N. Doe  
1061 Riverside Ave • Jacksonville, Florida 32204 • (904) 598-0481  
JaneDoe@Gmail.com

### **Education**

#### **DUVAL HIGH SCHOOL**

- Attended 2010 to Present. Will graduate 24 May 2014
- 3.69 Cumulative GPA
- Top 5% of graduating class (100 students)

### **Extracurricular Activities**

#### **JROTC**

- Kitty Hawk Air Society Commander (10,11,12)
- Executive Officer (11)

**SCRAPBOOKING CLUB:** Active member (9,10,11)

#### **STUDENT COUNCIL**

- Active member (9,10,11)
- Senior Class Secretary (12)

**NATIONAL HONOR SOCIETY:** Active member (10,11,12)

#### **TENNIS**

- Varsity letter (10,11,12)
- Junior Varsity (10)
- Team Captain (11,12)

### **Awards and Accomplishments**

#### **LEADERSHIP CONFERENCES**

- Girls State, Jacksonville, Florida (June 2012)
- National Youth Leadership Forum on Defense, Intelligence, and Diplomacy, Washington, DC (October 2011)
- Kitty Hawk Air Society Worldwide Conference, Daytona Beach, Florida (June 2010 and June 2011)

#### **AWARDS**

- Baker School Board Award (2010-2011)
- American Legion Military Excellence Award (2010-2011)
- AIA Scholar Athlete Award (2010-2011, 2011-2012, and 2012-2013)

#### **HONORS**

- Member of the National Honor Roll (2011)
- Member of Who's Who Among American High School Students (2012)

## **Community Activities**

- ADOPT-A-HIGHWAY – Responsible for picking up trash along I-10
- HABITAT FOR HUMANITY – Assisted in building a home for those less fortunate
- GOOD SHEPHERD RETIREMENT CENTER – Visit with elderly and sick, assist nurses with various activities
- HOPE'S CLOSET – Volunteered time in a thrift store that benefits New Life Women's Shelter
- ADOPT-A-FAMILY (Christmas) – Organized and was responsible for adopting one homeless family and providing them with a complete Christmas (gifts, meal, etc.)

## **Employment History**

### **NASSAU PARK RECREATION CENTER**

- Recreation Aide – May 2008 to Present
  - Responsible for organizing and participating in Youth Sports Camps for children ages 5-12, including art, theater, sports, and outdoor activities
- Cashier/Receptionist – May 2011 to Present
  - Responsible for collecting money and passes for recreation activities, registering participants for classes, answering telephones, and providing quality customer service

### **DUKE PHOTOGRAPHY**

- Duke Ambassador – May 20012 to Present
- Modeling and advertising to promote Duke Photography