**John Smith**  
1234 High School Road, Wheatfield, IN 46392  
(219) 555-5555 John\_Smith@gmail.com

**Education**

Kankakee Valley High School, Wheatfield, Indiana

Current GPA: 3.50

Class Rank: 75/281

Academic Honors Diploma

2010-2014

**Work Experience**

*Sales Associate, The Retail Store (June 2011-present)*

* Maintain and restock inventory.
* Provide customer service.
* Operate computerized cash register system.

*Child Care (2009-present)*

* Provide child care for families after school, weekends, and during vacations.

**Activities**

* Tennis – 9, 10, 11, 12
* National Honors Society – 10, 11, 12
  + Secretary – 11, 12
* Spanish Club – 11
* Cross Country – 9, 10, 11, 12
  + Captain – 11, 12
* 4-H Club (2009-present)
  + Livestock
  + Photography
* Church Youth Group – 7, 8, 9, 10, 11, 12

**Achievements/Awards**

* Honor Roll – 7 semesters
* Champion Senior Showmanship – Dairy Cattle (July 2013)
* Student of the Month – Business (September 2012)
* Tennis – Most Improved – 9

**Volunteer Experience**

* Big Brothers/Big Sisters (2013-present)
* Vacation Bible School (June 2013)
* Mission Trip (Summer 2012)

**Tips for Writing Your Résumé**

Make an outline.

Résumés are one page in length starting out.

Use action verbs.

Proofread your draft.

Review résumé samples, there is more than one way to write a résumé.

Use online resources or school resources to help you. The library is a great place to start!

**Online Resources:**

Collegeboard –My Big Future  
Purdue Owl

Google “résumé” – look at images.

**Here are some words you can use to make your resume more attention grabbing and dynamic:**

|  |  |  |  |
| --- | --- | --- | --- |
| Assist Able Action Analysis Achievement Accomplished Advanced Conduct Consult Committed Conducted Contributed Coordinated Delegated  Develop Deliver Design Defined Devoted Distinguished Encourage Earned Enhance Evaluate | Examined Facilitate Fulfilled Generated Gained Gathered Gave Headed Hosted Identified  Implemented Improved Improvised Influenced Launched Maintained Managed Marketed Maximized Mediated Motivated | Negotiated Observed Obtained Operated Organized Originated Overhauled Oversaw Participated Performed Pioneered Planned Prepared Presented Promoted Provided Published Pursued Ranked Received Recommended Redesigned Reengineered Reorganized | Represented Restructured Revised Secured Selected Specified Spearheaded Standardized Strengthened Structured Suggested Supervised  Targeted Taught Tested Trained Upgraded Utilized Valued Wrote |

*Adapted from http://www.aie.org/finding-a-career/writing-your-resume/100-great-resume-words.cfm*