



SAMPLE RESUME

Address

City, State, Zip

Phone, Fax

e-mail

OBJECTIVE

My objective is to obtain a part-time job, while I attend college. I have many great skills and a positive attitude, which I believe will benefit your company.

EXPERIENCE

- Volunteer for Arbor Day 2012-2014-Kua O Ka
La PCS
 - Helped to plant and grow native species
 - Helped prepare for the event
 - Worked at the event, provided customer service, information
- Teacher Assistant 2013-2014-Kua O Ka
La PCS
 - Basic office work
 - Shredded paper
 - Filed paper work
 - Helped collect and organize student work

EDUCATION

- High School Diploma, Kua O Ka La PCS May 22, 2015
- GPA: 3.75
- SAT: 950

ATHLETIC ACHIEVEMENTS

- JV player for Pahoa High School Volleyball August 2013-October
2013
- Varsity player Pahoa High School Volleyball August 2014-October
2014
- Paddling January 2013- April
2013

EXTRACURRICULAR ACTIVITIES

- Preparation for Makahiki
- Outside school events
- Places you have traveled

REFERENCES

- Teachers/counselors
- Former employers
- Can be a personal reference also