FirstName LastName  
6 Pine Street, Arlington, VA 12333  
home: 555.555.5555  
cell: 566.486.2222  
email: phjones@vacapp.com

**Education**  **Arlington High School, Arlington, Virginia  
2002 - 2006**

**Experience  
  
Pet Sitter  
2004 - Present**• Provide pet sitting services including dog walking, feeding and yard care.  
 **Child Care  
2002 - Present**• Provide child care for several families after school, weekends and during school vacations.

**Achievements**

• National Honor Society: 2004, 2005, 2006

• Academic Honor Roll: 2002 - 2006

• 1st Place Medical Terminology, HOSA District Competition, 2005

• Anatomy/Physiology Award, 2006

**Volunteer Experience**

• Big Brother / Big Sisters  
• Miracle League  
• Run for Life

**Certifications/Skills**

• First Aid, American Heart Association, 2006

• CPR for Healthcare Providers, American Heart Association, 2006  
• Trained in HIPPA, Fire Safety, Infection Control/Standard Precautions, 2006

**Computer Skills**

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

**FirstName LastName**  
6 Pine Street, Arlington, VA 12333   
home: 555.555.5555   
cell: 566.486.2222   
email: phjones@vacapp.com

**Education**  **Arlington High School, Arlington, Virginia  
2006 – 2010**

**Experience  
  
Sales Associate, The Retail Store  
June 2008 – Present**• Maintain and restock inventory.  
• Provide customer service.  
• Operate computerized cash register system.

**Child Care   
2007 - Present**• Provide child care for several families after school, weekends and during school vacations.

**Achievements**

• National Honor Society: 2008, 2009, 2010

• Academic Honor Roll: 2006 - 2010

**Volunteer Experience**

• Big Brother / Big Sisters  
• Arlington Literacy Program  
• Run for Life

**Interests / Activities**   
  
• Member of Arlington High School Tennis Team  
• Girl Scout  
• Piano

**Computer Skills**  
• Proficient with Microsoft Word, Excel, and PowerPoint, and Internet