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
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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