**First Last Name**  
Street Address  
City, State, Zip   
Phone *(Landline or Cell) XXX-XXX-XXXX*  
Email Address

**Education:**

2010-Present **Frontier Central High School,** Hamburg, NY

*Academic Honor Roll Student*

*National Honor Society Member*

*Foreign Language Honor Society Member*

**Volunteer Experience:**

2009-Present **Buffalo Literacy Program,** Buffalo, NY

* Developing reading program for children
* Tutor children English on the weekends

2010-2011 **Upstate New York Transplant Services,** Buffalo, NY

* Blood Donor

**Clubs/Activities:**

2010-Present Frontier Varsity Volleyball *(Captain, 2010)*

2008-2010 Frontier Junior Varsity Volleyball

2009-2010 Art Club

2004-2010 Girl Scout

**Work Experience:**

2011-Present **Company #1,** City, State  
*Job Title*  
Responsibilities / Achievements  
Responsibilities / Achievements

2010-2011 **Company #2,** City, State  
*Job Title*  
Responsibilities / Achievements  
Responsibilities / Achievements

**Skills;**

Include skills related to the position / career field that you are applying for i.e. computer skills, language skills.