

Jane N. Doe

3418 Adams St • Tucson, Arizona 85335 • (555) 570-1212

Leadership and Extracurricular Activities

JROTC

- Kitty Hawk Air Society Commander (9th, 10th and 11th Grade)
- Executive Officer (11th Grade)

SCRAPBOOKING CLUB

- Active member (9th and 10th Grade)

STUDENT COUNCIL

- Active member (11th Grade), Secretary (11th Grade)

NATIONAL HONOR SOCIETY

- Active member (9th, 10th and 11th Grade)

TENNIS

- Varsity letter 9th, 10th, 11th Grade), Junior Varsity (10th Grade)
- Team Captain (10th and 11th Grade)

Awards and Accomplishments

LEADERSHIP CONFERENCES

- Girls State, Tucson, Arizona (11th Grade)
- National Youth Leadership Forum on Defense, Intelligence, and Diplomacy, Washington, DC (10th Grade)
- Kitty Hawk Air Society Worldwide Conference, Daytona Beach, Florida (9th and 10th Grade)

AWARDS

- Agua Fria School Board Award (9th and 10th Grade)
- American Legion Military Excellence Award (10th and 11th Grade)
- AIA Scholar Athlete Award (9th, 10th and 11th Grade)

HONORS

- Member of the National Honor Roll (9th, 10th and 11th Grade)
- Member of Who's Who Among American High School Students (10th and 11th Grade)

Community Activities

ADOPT-A-HIGHWAY-Responsible for picking up trash along I-10 West of Phoenix

HABITAT FOR HUMANITY- Assisted in building a home for those less fortunate

GOOD SHEPHERD RETIREMENT CENTER- Visit with elderly and sick, assist nurses with various activities

HOPE'S CLOSET- Volunteered time in a thrift store that benefits New Life Women's Shelter

ADOPT-A-FAMILY (Christmas)- Organized and was responsible for adopting one homeless family and providing them with a complete Christmas (gifts, meal, ect.)

BLOOD DRIVE- Coordinated and managed the entire United Blood SVCS Blood Drive for Agua Fria High School (2 years), assisted with preparations and recruitment of teachers and high school seniors. (3 years)

ALTAR GUILD (Church)- Prepare Communion and set up church for services

TUTORING VOLUNTEER- Tutored high school students in Math, English, Reading, and Spanish

RECREATION CENTER CAMP VOLUNTEER- Responsible for organizing and participating in activities with 40-60 children

Employment History

LITCHFIELD PARK RECREATION CENTER

Recreation Aide- May 1999 to Present

- Responsible for organizing and participating in Youth Sports Camps for children ages 5-12, including art, theater, sports, and outdoor activities

Cashier/Receptionist- May 2003 to Present

- Responsible for collecting money and passes for recreation activities, registering participants for classes, answering telephones, and providing quality customer service

DUKE PHOTOGRAPHY

Duke Ambassador- May 2004 to Present

- Modeling and advertising to promote Duke Photography

Pete Dragon
112 Lighthouse Way
Sussex, NJ 07461
Email: 123@hotmail.com

Co-Curricular Activities

Student Council, 9/2005-Present

Treasurer, 9/2007-Present

- Manage funds for the school year
- Keep records on all money earned through fundraisers
- Design Excel Spreadsheet and use as a check and balance system
- Help Facilitate meetings
- Organize Spirit Weeks

Fall Drama, 9/2005- 10/2005

- Member of Cast
- Assisted with scene changes

Athletics

High School Soccer Team, 9/2005- Present

Co-Captain 9/2007- Present

- Lead team in warm ups during practices and games
- Work with newer member of the team
- Three year Varsity Player

High School Tennis Team, 4/2007- 6/2007

- Member of JV 2nd Doubles Team
- Back up to 2nd Doubles Varsity Team

Community Service

Sussex Borough First Aid Squad, 5/2007- Present

- Provide medical treatment to injured parties
- Assist team in securing scene
- Relay necessary information to nurses and doctors for further treatment

Lafayette Federated Church Youth Group, 12/2002-Present

Mission Trip to Argentina, 7/2007-8/2007

- Assisted in the construction of a new church
- Tutored local children in English
- Worked in local soup kitchens preparing meals for the community

Employment

Mountain Creek, Summer 6/2007- 8/2007

Lifeguard, 6/2007- 8/2007

- Guarded wave pool and general swimming pools

- Enforced rules of the pool and encouraged safety with all patrons
- Provided back up to other lifeguards in the event of an emergency

Snack Bar Attendant, 6/2006- 8/2006

- Filled orders for park visitors
- Maintained cash in register drawer
- Kept inventory of all items

Awards

Academic

- Student of the Month- Branchville Rotary 9/2006
- National Honor Society 11/2006
- Finalist for State Technology Student Association Competition- Robotics 6/2005

Athletic

- Named to All Area Soccer Team, NJ Herald, 9/2006 Season
- Coach Award for Most Improved Tennis Player 5/2006

Hobbies

◇ Reading ◇ Traveling ◇ Fishing ◇ Playing Bass Guitar

Activity Resume Tips

Email Address: Create a professional one using your name. You may set this account up with your parents to connect with college admissions representatives, as well as coaches.

Consistency: Follow the same format throughout the resume. Ex: Use the same type font throughout the resume. Font size may vary between headings and sub headings.

Tenses: Anything that you are currently involved in is the present tense. Ex: Member of Varsity Soccer Teams, Manage money for Student Council. If you are no longer involved with an activity or stopped working at a place, you use the past tense. Ex: Enforced rules of the pool.

Current Stuff First: When listing your involvement in activities, jobs, community service, etc., list in descending order. Bullets should go in order of importance.

Length: Keep Resume to **ONE** page if possible.