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

**Education**  **First Colonial High School**, Virginia Beach, VA  
Overall GPA 3.8; Honor roll each quarter

**Relevant High School Studies**

* Introduction of Law Grade 9
* Criminal Justice/Criminal Psychology Grade 10
* Ethics and Law/Oratory and Debate Grade 11
* Forensic Science Grade 11

**Honors and Awards**

* Book Award Grade 11 – 12
* High School Honor Roll Grade 10 – 12
* National Honor Society Grade 9 – 11
* AP Scholar Grade 11

**Extracurricular**

* Student Council Grades 10 – 12
* Tennis Team Grades 9 – 12
* Kick-Off Council Grade 11 -- 12

**Employment Experience  
Sales Associate, The Retail Store  
June 2008 – Present**

* Maintain and restock inventory.
* Provide customer service.
* Operate computerized cash register system.

**Community Service/Volunteer Experience**

* Church Acolyte Grades 9 – 11
* Relay for Life participant Grades 9 – 11
* Big Brother / Big Sisters Grades 9 -- 12
* Arlington Literacy Program Grades 10 – 12

**Interests / Activities**

* Girl Scout
* Proficient with Microsoft Word, Excel, and PowerPoint, and Internet

[ **FIRST NAME** ] [ **LAST NAME** ]

[ ADDRESS ]

[ CITY ], [ STATE ] [ ZIP ]

[ EMAIL ]

[ PHONE ]

**EDUCATION**

Completed [ NUMBER ] years at [ HIGH SCHOOL ].

Graduation date: [ DATE ].

[ OTHER DETAILS OF NOTE ]

**RELEVANT HIGH SCHOOL STUDIES**

[ LIST OF CLASSES AND/OR SKILLS ]

**HONORS AND AWARDS**

* [ **HONOR/AWARD/ORGANIZATION** ]

[ DESCRIPTION ]

* [ **HONOR/AWARD/ORGANIZATION** ]

[ DESCRIPTION ]

* [ **HONOR/AWARD/ORGANIZATION** ]

[ DESCRIPTION ]

**EXPERIENCE**

[ TITLE/ROLE ], [ LOCATION ]

* [ **DATE RANGE** ]. [ DUTIES ]

[ TITLE/ROLE ], [ LOCATION ]

* [ **DATE RANGE** ]. [ DUTIES ]

**Other**

Use this category for specific activities or interests that may not fall under another heading. Examples are: Computer or other Special Skills, Languages, Travel, etc. Change the heading to reflect the content of your category.