

FIRST NAME LAST NAME

Street Address
City, State Zip
Area code + telephone
Email address

SUMMARY

(Write a short synopsis of your qualifications such as: organized, team-player, appreciates challenges, able to multi-task, etc.)

EDUCATION

Francis Lewis High School, Fresh Meadows, NY September 2009 - Present
(List any AP classes, summer programs, and/or college coursework)

(List any other High Schools)

HONORS AND AWARDS

Award, Sponsoring Organization Date Awarded
(Reason for recognition)

ACTIVITIES

(List any activities in which you are involved, both in and out of school. Include any positions held in clubs, athletics, drama, music, newspaper, literary magazine, yearbook, student council, or community service.)

Example:

Francis Lewis HS – SO Vice President September 2011 – Present
Responsibilities include: (write the responsibilities)

New York Hospital of Queens, Flushing, NY – Pediatrics Volunteer May 2011 – Present
Responsibilities include: read and play with children that are patients in the hospital

WORK EXPERIENCE

(List any paid work experience.)

Example

XYZ Day Care, Fresh Meadows, NY – Assistant Counselor Summer 2011
Responsibilities include: coordinate outdoors activities with children ages 3 through 5.

SKILLS

(List any professional skills such as: computer, writing, etc.)