

Sample Résumé

Jane Charter
1234 Haynes Street
Raleigh, NC 27604

Honors and Awards

<i>Award</i>	<i>Grade</i>
Optimist Club essay contest winner	9
French Honor Society	10, 11
National Honor Society	11
Girl Scouts Gold Award	11

Extracurricular Activities

<i>Activity</i>	<i>Position Held</i>	<i>Grade</i>
Student Government	Vice-President, Member at large	9-11
Tennis	Varsity Member, Team Captain	9-11
Girl Scouts	Silver and Gold Award	9-11
Key Club	Secretary	10, 11
Triangle Youth Philharmonic	First-chair oboe	10, 11
Film Club	Member	11
Church Youth Group	Leadership Team	10-11

Volunteer and Work Experience

<i>Activity</i>	<i>Hours per week</i>	<i>Grade</i>
B.J.'s Hamburger Joint	10	11
Habitat for Humanity	6 hours/month	11
Mission Trip to Mexico	1 week in the summer	10
Tutoring at Hope Elementary	2	9-10