

Resume Example 1

Bill L. Smith
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New York, NY 10000
(212) 555-5555
bsmith@mail.com

OBJECTIVE

To obtain a sports writer position on a school newspaper staff.

EXPERIENCE

Parker-Johnston Writing Center, Peer Writing Tutor, Oxford, NY

Tutor students in writing for all disciplines. Critique peers' writing.

August 2005 - present.

Camp Greystone, Area Director, Tuxedo, NC

Directed staff of four while supervising twenty campers. Taught crafts, sports, and cooking. Summer 2005.

SKILLS

Team Player. My four years on the Oldham Track Team have taught me the importance of being a quality team member -- working cooperatively, watching out for my teammates, offering a helping hand when needed.

Hard Worker. Involvement in community service, extracurricular activities, and being on the honor roll have taught me the importance of setting priorities in my work, leisure, and studies so I can maintain quality performance in all areas.

ACTIVITIES

Track Team: Team Captain, Senior year. Fall 2004 - Spring 2007.

Drama Club: Played Lank in *Crazy for You* and Tony in *West Side Story*. Fall 2006 and 2007.

AWARDS

Richmond County National Essay Contest, Honorable Mention. May 2007.

EDUCATION

Oldham County High School, Oldham, PA. Graduation: June 2007.

INTERESTS

Ceramics, camping, reading, soccer.

Resume Example 2

Jane A. Smith
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OBJECTIVE

To obtain a position on a school newspaper staff.

EXPERIENCE

Wednesday Morning Live, News Broadcaster

Compile and broadcast Liberty High School's weekly news broadcast of special events. Fall 2004 - Present.

St. Mary's Hospital, Volunteer Tuxedo, NC

Assisted patients with paperwork and addressed miscellaneous concerns as they waited for their weekly check ups. September - December 2005.

SKILLS

Diplomatic Leader. As captain of the track team and as a team member, I have developed a leadership style that empowers the team as a cohesive whole instead of simply as a group of individuals.

Strong Communicator. Participated in Liberty High School's Debating Team, where I learned to prepare and develop my thoughts before speaking them and then to state my case logically and persuasively.

ACTIVITIES

Track Team. Team member, Fall 2004 - Spring 2007.

Debate Team. Team orator, Spring 2005 - Spring 2006.

Community Service. Volunteer, Fall 2004 - Spring 2007.

AWARDS

Gold Award, Girl Scout Troop 3, May 2005.

EDUCATION

Liberty High School, Liberty, MO. Graduation: June 2007.

INTERESTS

Tennis, running, reading, fishing.