

# Suzanna B. Student

1234 Your Street Street • Your Town, AZ 85011 • 123-456-7890 • Youremail@yahoo.com

---

## Education

Your High School, Your Town, AZ  
Expected Graduation Date: May 2015  
GPA: 3.32 weighted

## Honors and Awards

National Honor Society 2012- present  
Math Department Award 2012  
First Place Debate Competition 2011  
Academic Honor Roll 2011-present

## Leadership Opportunities

Club Vice President: Robotics 2011-12  
Chair: Canned Food Drive 2013  
Mentor Program: selected to mentor incoming freshmen 2011-13

## Interests/Activities

Key Club Member 2012-2014  
Soccer Team, MVP 2011, Sweeper, Defense 2011-present  
Debate Team 2012-present  
Yearbook Editor 2012-13  
Ballet Lessons 2011-present

## Work Experience

Office Assistant, Dr. Jones Family Practice, summers and holidays, June 2011-present

- Greet and schedule patients
- Organize files
- Compile statistics

Child Care, August 2011- present

- Babysit for neighborhood families after school and weekends

## Volunteer Experience

My Catholic Church Vacation Bible School: assistant teacher, summers 2011/2012, 25 hours

My Town Food Bank: stocked shelves, sorted food, 2013- present, 32 hours

My Town Animal Shelter: socializing and feeding animals, cleaning, administrative duties, intensive training in animal handling, 2012-2013, 40 hours

## Computer Skills

Microsoft Word, Excel, PowerPoint, Outlook, Publisher and Internet