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

**Education**  **Arlington High School, Arlington, Virginia  
2006 – 2010**

**Experience  
  
Sales Associate, The Retail Store  
June 2008 – Present**• Maintain and restock inventory.  
• Provide customer service.  
• Operate computerized cash register system.

**Child Care   
2007 - Present**• Provide child care for several families after school, weekends and during school vacations.

**Achievements**

• National Honor Society: 2008, 2009, 2010

• Academic Honor Roll: 2006 - 2010

**Volunteer Experience**

• Big Brother / Big Sisters  
• Arlington Literacy Program  
• Run for Life

**Interests / Activities**   
  
• Member of Arlington High School Tennis Team  
• Girl Scout  
• Piano

**Computer Skills**  
• Proficient with Microsoft Word, Excel, and PowerPoint, and Internet