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  
2002 - 2006**

**Experience  
  
Pet Sitter  
2004 - Present**• Provide pet sitting services including dog walking, feeding and yard care.  
 **Child Care  
2002 - Present**• Provide child care for several families after school, weekends and during school vacations.

**Achievements**

• National Honor Society: 2004, 2005, 2006

• Academic Honor Roll: 2002 - 2006

**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