**John Doe**

1234 Random Blvd. Some Town, TX 78566

(956) 555 – 1234 | emailaddress@email.com

**Education**

Los Fresnos United (20xx – xx)

Los Fresnos High School (20xx – xx)

GPA: x.xx

Class Rank: xxx/xxxx

|  |  |
| --- | --- |
| Test Scores | |
| ACT | 28 |
| SAT | 1345 |
| AP (subject) | 4 |
|  |  |

**Extracurricular Activities**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Organization | Position | Description | Hours per week/Weeks Per Year  Fresh. Soph. Jr. Sr. | | | |
| Band | Member | Played trumpet in the symphonic & marching bands | 7.5/36 | 7.5/36 | 7.5/36 |  |
| Key Club | Treasurer | Managed funds for the club / assisted in community activities |  |  | 3/16 | 3/32 |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**Community & Volunteer Service**

|  |  |  |  |
| --- | --- | --- | --- |
| Organization | Description | Dates | Total Hours |
| Brownsville Animal Shelter | Helped with cleaning and maintain kennels & feeding the animals | 5/31/17 – 7/15/17 | 120 |
| Ethel L. Whipple Memorial Library | Helped reshelf books and assisted in the children’s library | 6/12/16 – 7/25/16 | 50 |
|  |  |  |  |
|  |  |  |  |

**Talents, Awards, & Honors**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Talent/Award/Honor | Description | Year Received  Fresh. Soph. Jr. Sr. | | | |
| National Honors Society | Member of NHS |  |  | X |  |
| Music | Played trumpet in the symphonic & marching bands | X | X | X |  |
| Computer Software | Certified in Adobe CSS Suite |  |  | X | X |
| Bilingual | Fluent in both English & Spanish | X | X | X | X |
|  |  |  |  |  |  |

**Employment, Internships, & Summer Activities**

|  |  |  |  |
| --- | --- | --- | --- |
| Employer or Sponsor | Role/Job Title | Dates | Hours Per Week |
| Stripes | Cashier: Customer service & money handling | 2/21/17 – 5/28/17 | 25 – 35 |
| Neighborhood families | Babysitting: Afterschool babysitting and child care | 3/16 – present | 5 - 15 |
| Brownsville PUB | Intern: Assisted with customer service & trained in service issues | 1/15/17 – 4/2/17 | 10 |
|  |  |  |  |
|  |  |  |  |

**References:**

Jane Doe

Relationship: Family Friend

Years known: 12

1234 Someplace Dr. San Benito, TX 785xx

(956) 399 – xxxx

janesemail@email.com

Mark Smith

Relationship: Pastor

Years known: 15

1234 Somewhere Ln. Brownsville, TX 785xx

(956) 572 – xxxx

marksemail@email.com

Catharine Reed

Relationship: Teacher

Years known: 3

1234 Overthere Blvd. Los Fresnos, TX 785xx

(956) 233 – xxxx

cathysemail@email.com