**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:

SAT:

ACT:

AP (subject):

**Extracurricular Activities**

Los Fresnos High School Band (8/16/14 – 5/28/17) – Trumpet player and squad leader in the symphonic and marching bands. 7.5 hours/week 36 weeks/year

Key Club (1/15/17 – 5/26/18) – Treasurer: Managed funds for the club and assisted in various community service activities. 3 hours/week 32 weeks/year

**Community & Volunteer Service**

Brownsville Animal Shelter (5/31/17 – 7/15/17): Helped with cleaning and maintain kennels and feeding and bathing the animals. Total hours: 120

Ethel L. Whipple Memorial Library (6/12/16 – 7/25/16): Helped reshelf books and assisted in the children’s library. Total hours: 50

**Talents, Awards, & Honors**

National Honors Society – Member since fall of 2016

Music – Trumpet player and squad leader in the symphonic & marching bands from fall 2014 through spring 2017

Computer Software – Proficient & certified in Adobe CSS suite since spring 2016

Proficient in MS Office since fall 2015

Languages – Bilingual in English and Spanish all of my life

**Employment, Internships, & Summer Activities**

Stripes Convenience Store (2/21/17 – 5/28/17): Cashier – Customer service and money handling. 25 – 35 hours/week

Babysitting (3/16 – present): Babysitting & child care – Supervised and tutored children afterschool for neighborhood families. 5 – 15 hours/week

Brownsville PUB (1/15/17 – 4/2/17): Intern: Assisted with customer service and trained in common service related issues. 10 hours per week

**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