**First Name Last Name**  
12 Sample Street, City, State, Zip Code  
Phone: (XX) XXXX XXXX   
Email: email@address.com

**Education**   
  
Name of High School, Town   
Currently in or expected graduation [insert year or grade]

**Work Experience**[List any previous work experience]

**Part-time sales assistant, The Sock Shop, Seattle WA. December 2011–January 2012**

* Customer service
* Stock shelves
* Operate cash register
* Create visual display

**Child care, various families. 2011–Present**Looking after children in afternoons and evenings for various families. Experienced with ages 5 to 10.

**Retail Merchandiser for Daffodil Day, Bellingham WA. Spring 2012**

Selling merchandise at Sea-to-Ski Race to raise funds for the Daffodil Day Parade.

**Volunteer Experience**

[List any volunteer experience, including year]

**Skills**[List your computer skills, people skills, etc]

* Microsoft Word and PowerPoint (Good)
* Photoshop (Basic)
* Wordpress (Basic)

**Achievements**

[List school or other achievements such as awards, certificates or representative roles, including year]

**References (or leave this off your resume entirely)**

**Will provide upon request.**