**Jane Doe**

(661) 555-5555 | Valencia, CA | jane.doe@gmail.com

**OBJECTIVE:** Valencia High School Junior with strong customer service skills and outgoing personality seeking part-time summer and school year employment in the Santa Clarita Valley.

**HIGHLIGHTS OF QUALIFICATIONS**

* Strong history of setting goals and achieving them
* Track record of being an effective team player and taking leadership roles as needed
* Friendly and yet professional personality with the ability to work well with a wide variety of individuals
* Strong desire to build work skills and experience toward my future career in Business Administration and Project Management

**WORK & VOLUNTEER EXPERIENCE**

Valencia High School, Valencia, CA (Grades 9 & 11)

**Associated Student Government** Active Member (Averaged 7 hours/week)

* Organized events, ushered student activities, worked as cashier in student store, totaled prom votes, set up/took down stages, tables, and other event equipment

United States Youth Volleyball League, Valencia, CA (Grades 9 & 10 - Two Seasons)

**Volleyball Coach** (Averaged 3-6 hours/week)

* Coached teams of youth that were between 11–14 years of age

Forest Home Family Camp, Forest Falls, CA (Grade 8 & 9 - 2 summers)

**Camp Counselor/Child Care Assistant**

* Mentored and cared for individually assigned children ranging in age from preschool to middle school
* Supervised and played with children while parents were participating in other camp activities on their own; assignments were for one week at a time

**ACADEMIC & ATHLETIC ACHIEVEMENTS**

**Viking Valor Award** (Grades 9 & 10)

* Awarded for showing outstanding work and leadership in Student Government

**Principal's Honor Roll** (Grades 9 & 10)

* Placed on honor roll every semester since 9th grade at Valencia High School for having a GPA above 3.5

**Volleyball Player (**Grades 8, 9, & 10)

* Received **MVP award** while on the Valencia High School Junior Varsity Volleyball team
* Participated in both high school and club teams over the past three years including winning two League Championships
* Maintained a high GPA while participating in 7-25 hours of practice and games each week

**Varsity Girls’ Basketball Team Manager** (Grade 10)

* Provided support to coach and players during practices and games both home and away

**EDUCATION**

College of the Canyons, Valencia, CA Expected: MM/YY

**Name of Degree**

Valencia High School, Valencia, CA Received: MM/YY

**High School Diploma**