Jane Doe

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

**Summary 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.

**Highlight 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 Experience & Volunteer Service**

**Associated Student Government,** Valencia High School, Valencia, CA (Grades 9 & 11)

Active Member (Averaging 7 Hours/Week)

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

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

* Coached teams of youth that were between 11–14 years of age
* Averaged 3-6 hours/week

**Camp Counselor/Child Care Assistant,** Forest Home Family Camp, Forest Falls, CA

(2 summers during 8th & 9th Grade)

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

**Academic & Athletic Achievements**

**Viking Valor Award for** showing outstanding work and leadership in Student Government (Grades 9 & 10)

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

* Placed on honor roll every semester since 9th grade at Valencia High School for having 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 past three years including winning two League Championships
* Successfully maintained 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