

*Sample Resume-please note that all entries are made-up, and the categories, with exception of "Education" can be changed to fit individual activities, experiences, skills, coursework, etc.*

## **James Bond**

1234 SW Salmon Street, Portland OR 97205  
503-234-1234 Jbond007@gmail.com

### **Education**

**High School Diploma, Lincoln High School**, Portland OR, Expected Graduation June 2020  
Cumulative GPA 3.75

**German American Cultural Exchange Program Participant**, August 2018: Spent 3.5 weeks in Germany including 2.5 weeks home-stay in Frankfurt, attending the Ziehenschule

### **Leadership and Activities**

**President, Asian Pacific Islander Club, Lincoln High School**, 2016-Present

- President 2018-present; general member 2016-17
- Plan and execute annual celebration open to entire community, including food vendors, dancers, and artists with committee of 8 other students
- Solicit food, prizes and cash donations from community businesses--cash equivalent of more than \$1300

**Student Athlete, Lincoln High School**, 2016-Present

- **LHS Cross Country**: Varsity letter winner (2018)
- **Track and Field**: Varsity letter winner (2018)

**Member, Chess Club**, 2010-15

- Participated in regional and state tournaments

### **Work Experience**

**Customer Service, XYZ Bakery**, Portland, OR June 2018-present

- Take orders, manage cash and credit transactions, and deliver food
- Inventory and stock shelves, clean all areas to comply with health and safety regulations
- Maintain positive and friendly demeanor, including exceptionally busy hours

**Counselor-in-Training**, Portland Parks & Recreation, Summers 2014 & 2015

- Lead games and activities of children ages 7-9 and ensure their safety at all times
- Collaborated with head counselors to plan activities and communicate with families

### **Skills and Attributes**

- Proficient in German and conversational in Spanish
- Maintain current Oregon Food Handler's Card
- Praised by teachers for work ethic and diligence with school projects
- Creative thinker and enthusiastic student leader