|  |
| --- |
| 123 Street NameCity , CA 12345Phone (805) 123-4567 |

Student Name

|  |  |
| --- | --- |
| Objective | To obtain an entry-level position in a challenging work environment in which I can utilize my experience and skills as well as learn new skills |
| EducationAwards | 2011-2015 Providence Career and Technical Academy Providence, RIHigh School Diploma (pending)Scholar Letter - (Spring-Fall 2009, Spring-Fall 2010, Spring-2011)Elk’s Student of the Month - (Spring 2010)Perfect Attendance- (2009, 2010)Brave of the Quarter - (2009, 2010) |
| Summary of Skills | * Energetic and hardworking
* Physical strength and stamina
* Ability to learn quickly
* Dependable with perfect attendance
* Knowledgeable of Word, Excel, and Windows
* Leader and team oriented
 |
| Work experience | March 2011 - Present Yogurt WOW! Lompoc, CA**Store Clerk*** Cleaned and maintained work areas, equipment, and utensils.
* Removed garbage and placed in refuse area
* Stocked serving stations with food and utensils
* Knowledge and practice of kitchen safety & sanitization of tools and food preparation areas
* Worked on the cash register

June 2010 - August 2010 Sunny Days Day Care Lompoc, CA**Daycare Assistant*** Cleaned and maintained work areas, equipment, and utensils.
* Removed garbage and placed in refuse area
* Served healthy portioned food
* Knowledge and practice of kitchen safety & sanitization of tools and food preparation areas
* Taught preschool level education; colors, numbers, etc.
 |
| Volunteer experience | August 2009 - July 2010 Second Time Around Lompoc, CA**Store Clerk*** Cleaned and maintained work areas, equipment, and donations
* Removed garbage and placed in refuse area
* Cash register
 |
| References | Sandra Yogurt Wow! Owner (805) 123-2456Dana Pickles (805) 123-1234Monica Mays Early Academic Outreach Coordinator (805)123-4567 |
|  |  |