

Jane Doe

Accomplished Student

City, BB

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(222)111-2222

Work Experience

Front Desk Associate (20 hrs/week)

Gold's Gym - City, bb

June 2018 to Present

- Answering phone calls about membership questions
- Processing payment for gym memberships or retail items
- Making protein shakes
- Checking clients into the gym
- Maintaining cleanliness of the pool area

Caregiver (Avg. 10 hrs/week)

Privately Employed

January 2014 to May 2019

- Providing after school and weekend childcare services for multiple families
- Performing light housekeeping and doing laundry
- Cooking meals

Education

High School Diploma (4.3 GPA)

Blank High School – City, BB

August 2016 to June 2020

Associate of Arts in General Studies (3.95 GPA)

Blank State University - City, BB

August 2016 to June 2020

Groups

Mayor's Youth Advisory Council (30 hrs/year)

April 2017 to Present

- Recognizes students that are interested in discussing important issues in the community while learning about the city government
- Promotes community service and activism
- Coordinates student-led service projects such as:
 - Volunteering at the election's office during midterms/primaries
 - Food drive for community food basket

Blank Soccer Club (10 hrs/week)

Spring 2013-Spring 2018

- Competed in regional matches and tournaments each spring season

Blank Varsity Soccer (15 hrs/week)

Fall 2016-Present

- Compete in local matches each fall season

Health Occupation Students of America (HOSA) (30 hrs/year)

August 2016 to Present

- Student organization that promotes leadership and involvement in the medical community
- Compete in events at the State Leadership Conference
- Provides recognition to students with interests in pursuing careers in health professions

National Honor Society (20 hr/year)

September 2015 to Present

- Collaborate with peers to coordinate service projects yearly
- Provides recognition to students with a commitment to academics

German American Exchange Program (1-month exchange)

June 2019 to July 2019

- Attended German high school and lived with a host family to better understand the German language and culture

Leadership Activities and Recognition

Blank HOSA Region 5 & 6 Vice President (40+ hrs/year)

April 2019 to Present

- Collaborate with the state officer team to design HOSA events and the state leadership conference
- Attend weekly meetings and webinars with career technical staff
- Represent South Eastern Idaho at the state conference
- Attend the summer Idaho CTE Joint Student Leadership Conference with fellow state officers

Blank High School Activities Association 4A Interscholastic Star

2019 School Year

- Scholarship for students who excel in both high school athletic and non-athletic activities
- Recognizes students that are role models for peers by promoting good citizenship

City of Blank Youth Mayor

September 2018 to Present

- Work alongside the mayor to lead the youth council meetings and discussion
- Coordinate service projects and biweekly tours of important city buildings and businesses

HOSA Secretary

September 2018 to September 2019

- Prepare meeting agendas and take notes of each item discussed at biweekly meetings

Women's Soccer All Conference Award

2018 Season

Outstanding Individual Scholastic Award (Varsity Track & Soccer)

2017 and 2018 Season

Other Activities

Beekeeping (8 hrs/week)

April 2019 to Present

- Consult with a master beekeeper and mentor
 - Learn how to build an apiary from scratch
 - Learn how to harvest honey
- Design a bee education booth at the county fair

- Establish a backyard beehive this fall

Judo (6 hrs/week)

July 2018 to Present

- Compete in regional matches and tournaments throughout the year