

Your Name

1234 Taywood Avenue, Englewood OH 45400

youremailaddress@resume.com

Volunteer and Community Service

Animal Resource Center Position/Role: Cared for animals and spoke with adoptive families	Grades: 10, 11, 12	Hours per week: 4 Weeks per year: 15
Elementary School Tutor Position/Role: Assisted third graders with reading after school	Grades: 9, 10, 11, 12	Hours per week: 2 Weeks per year: 30
AIM for the Handicapped Position/Role: Facilitated swimming activities for children with multiple handicaps	Grades: 11, 12	Hours per week: 2 Weeks per year: 20

Clubs and Committees

Spanish Club Position/Role: Vice President (11 th Grade)	Grades: 9, 10, 11, 12	Hours per week: 4 Weeks per year: 20
Student Council Position/Role: Secretary, Prom Committee Chair	Grades: 11, 12	Hours per week: 7 Weeks per year: 25

Visual and Performing Arts

Jazz Ensemble	Grades: 10, 11, 12	Hours per week: 5 Weeks per year: 35
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Sports

Volleyball	Grades: 10, 11, 12	Hours per week: 6 Weeks per year: 15
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Work Experience

Englewood Florist Position: Cashier/Florist Assistant	From June 2010 to present Summer employment	Hours per week: 20
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