

## SAMPLE RESUME

### EXTRACURRICULAR ACTIVITIES AND LEADERSHIP

**Marshall's**, June, 2014 – present (15-20 hrs/wk/52 wks/yr)  
Employed as an Associate in busy retail store. Responsibilities include cashier, customer service and general retail support.

**Newspaper Panelist**, 11<sup>th</sup>, 12<sup>th</sup> grade (1 hr/article)  
Journalist for teen-written, award-winning weekly "Reality" section of *The Intelligencer and Bucks County Courier Times* daily newspapers. Published 16 pieces to date.

**Student Council**, 11<sup>th</sup>, 12<sup>th</sup> grades (ave. 2 hrs/wk/40 wks/yr)  
**Senator**; selected for group of 25 students from applicant pool of 75 to organize and manage school-wide events including homecoming and a dodgeball tournament.

**Future Business Leaders of America**, 10<sup>th</sup>, 11<sup>th</sup>, 12<sup>th</sup> grades (1 hr/wk/10 wks/yr)  
Awards won at 2-day long State Leadership Conference which I qualified to compete in:  
1<sup>st</sup> place Regionals/7<sup>th</sup> place States for Introduction to Business (10<sup>th</sup> grade)  
4<sup>th</sup> place Regionals/competed at States for Personal Finance (11<sup>th</sup> grade)  
9<sup>th</sup> place States for Fashion Marketing (10<sup>th</sup> grade)

**Junior Achievement of Delaware Valley**, 10<sup>th</sup> grade (45 hours)  
Selected to participate in 15-week entrepreneurship program hosted by Bimbo Bakeries USA. Elected **VP Marketing** for an actual business created and run by students; raised capital, manufactured, advertised and sold product, and returned investments to stockholders after liquidation.

**Pennsylvania Free Enterprise Week**, July 2013 (70 hours)  
Awarded scholarship to participate in an intensive weeklong entrepreneurial enrichment program. Elected **Assistant Vice President Finance** for imaginary student-run company which simulated actual business operations for equivalent of three years.

**Interact Club**, 11<sup>th</sup>, 12<sup>th</sup> grade (2 hrs/wk/20 wks/yr)  
**Vice President** (12); Presented and facilitated breakout sessions for a bully prevention program that supports empathy, teamwork and friendship at a local elementary school; meet and coordinate with local Rotary Clubs on various initiatives; track attendance and service hours of members at monthly meetings and events.

**Women of the World Club**, 10<sup>th</sup>, 11<sup>th</sup>, 12<sup>th</sup> grades (2 hrs/wk/10 wks/yr)  
**President** (11, 12); Reinstated club, organized club fundraiser, lead monthly discussions among members about powerful women.

**Key Club**, 10<sup>th</sup>, 11<sup>th</sup>, 12<sup>th</sup> grades (1 hr/wk/10 wks/yr)  
**Secretary** (12); Present information on events to members at monthly meetings.

**Patriot Peer Tutor**, 10<sup>th</sup>, 11<sup>th</sup>, 12<sup>th</sup> grades (1 hr/wk as needed)  
Tutor classmates in variety of subjects, including history, science and math.

**Patriot Players Stage Crew**, 10<sup>th</sup>, 11<sup>th</sup>, 12<sup>th</sup> grade (3 hrs/wk/8 wks per play)  
Build and paint sets for award-winning school musicals. Provided service for 4 plays to date.

## **ACADEMIC HONORS AND ACHIEVEMENTS**

**National Honor Society**, 11<sup>th</sup>, 12<sup>th</sup> grades (1 hr/wk/10 wks/yr)

**Spanish National Honor Society**, 10<sup>th</sup>, 11<sup>th</sup>, 12<sup>th</sup> grades (1 hr/wk/10 wks/yr)  
**Secretary** (12); Manage ongoing communication with members regarding bi-monthly meetings and annual soccer tournament; speak at new member induction ceremony.

**AP Scholar**, 12<sup>th</sup> grade

**Award for Academic Excellence**, 9<sup>th</sup> grade  
Earned award for being one of the top 10 students with the highest scholastic average.

**Business and Computer Applications Student of the Month**, 10<sup>th</sup> grade

## **COMMUNITY SERVICE**

**I Run For Life**, 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> grades (2 hrs/wk/8 wks/yr)  
**Coach**; Supervised a team of elementary school students for an 8-week long after-school running program.

**Manna on Main Street**, 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> grades (3 hrs/session, ave. 8 times/yr)  
**Volunteer** to help prepare, serve and clean-up meals in community soup kitchen; assist in stocking shelves and distributing goods to clients in food pantry.

**Doylestown Library**, 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> grades (1 hr/wk/5 wks/yr)  
**Volunteer** to staff summer reading program for kids; duties include providing information, registering members and distributing prizes.

**American Cancer Society Relay for Life**, 9<sup>th</sup> grade (20 hrs)  
**Team captain**; Led team in several fundraising activities and coordinated team's participation in day-long event.