

**FirstName LastName**  
6 Pine Street, Arlington, VA 12333  
home: 555.555.5555  
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email: phjones@vacapp.com

## **Education**

**Arlington High School, Arlington, Virginia**  
**2006 – 2010**

## **Experience**

**Sales Associate, The Retail Store**  
**June 2008 – Present**

- Maintain and restock inventory.
- Provide customer service.
- Operate computerized cash register system.

**Child Care**  
**2007 - Present**

- Provide child care for several families after school, weekends and during school vacations.

## **Achievements**

- National Honor Society: 2008, 2009, 2010
- Academic Honor Roll: 2006 - 2010

## **Volunteer Experience**

- Big Brother / Big Sisters
- Arlington Literacy Program
- Run for Life

## **Interests / Activities**

- Member of Arlington High School Tennis Team
- Girl Scout
- Piano

## **Computer Skills**

- Proficient with Microsoft Word, Excel, and PowerPoint, and Internet