**FirstName LastName**

6 Pine Street, Arlington, VA 12333

home: 555.555.5555

cell: 566.486.2222

email: [phjones@vacapp.com](mailto:phjones@vacapp.com)

**Education**

Arlington High School, Arlington, Virginia

2002 – 2006

**Experience**

**Sales Associate, The Retail Store**

**June 2005 – Present**

• Maintain and restock inventory.

• Provide customer service.

• Operate computerized cash register system.

**Child Care**

**2002 - Present**

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

**Achievements**

• National Honor Society: 2004, 2005, 2006

• Academic Honor Roll: 2002 - 2006

**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