**Richard Anderson**,

1234, West 67 Street,

Carlisle, MA 01741,

(123)-456 7890.

**Education:**

**Hillcrest High School, Dallas, TX**

September 2002 - May 2006

**Experience:**

**Buy Stuff Here, Northpark Mall, Dallas, TX**

Sales Associate

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 and on weekends.

**Achievements**

* National Honor Society - 2004, 2005, 2006
* Tennis regional Championship team captain - 2006

**Volunteer Experience**

* Goodwill Thrift Store volunteer
* District Essay Contest Finalist - 2006
* MS 150 Bike Tour - 2005

**Interests / Activities**

* Girl Scout
* Member of Hillcrest high School tennis Team
* Yearbook Photographer

**Computer Skills:**

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