**Jane Doe**

**12 Snelling Avenue**

**St. Paul, Minnesota 55116**

**(651) 555-1111**

**jane.doe@spps.org**

**Career Objective**

To be admitted to Scholar University and major in something great to pursue my dream of returning to my hometown to make it a better place.

**Education**

Highland Park Senior High, class of 2016 –High School Diploma (Core 40, Academic…)

**Personal Skills**

Trustworthy, dependable, honest, good attendance.

**Experience**

 St. Paul Public Library—University Branch (June 2012-present)

* Maintained library database on checked-out materials.
* Coordinated volunteer program for Story Time.
* Organized card catalog to incorporate new materials.

National Honor Society (2013-present)

 Participated in several volunteer activities, including: building a

house for Habitat for Humanity (50 hours), collecting food for

the St. Paul Food Shelf (80 hours), and organizing the Honor

Society Induction Ceremony.

**Clubs and Activities**

* National Honor Society (2013-present)
* Spanish Club (2013-present)
* Cross Country (20014-present)
* Piano lessons (10 years)
* Cheerleading (2013-present)

**Awards**

* National Honor Society
* Student Council President
* Outstanding French Student
* Student of the Week

**References**

Mrs. Jessie Small, WBL Teacher jsmall@twinriversarea.org