

SAMPLE RESUME

Use this sample resume as a guide for creating your own resume.

NATIONAL GUARD
YOU CAN
SCHOOL PROGRAM

SAMANTHA SMITH

123 Highland Rd | Cleveland, OH 12345 | Phone: (210) 456-7890 | E-mail: ssmith54@gmail.com

OBJECTIVE

To use my communication and organizational skills to obtain a summer job working in a health care facility.

EXPERIENCE

- Lifeguard, Greater Cleveland YMCA, May 2009- present
Responsible for surveillance, enforcing pool rules, providing first aid, and keeping the pool area safe and clean for patrons.
- Family, Career and Community Leaders of America (FCCLA), September 2006—May 2009
Participated in monthly service projects; organized staff annual fundraiser benefiting SPCA.
- Drama Club Captain, September 2008—May 2009
Led monthly meetings, organized first-ever all-school musical.
- Summer Camp Assistant Counselor, Greater Cleveland YMCA, May 2008—August 2008
Helped camp counselors by supervising campers, preparing activities, and ensuring safety.
- Red Cross volunteer, Mercy Hospital, December 2007—May 2007
Assist the nursing staff by running errands, filling water pitchers, reading to patients, and playing with children in the pediatrics department.

EDUCATION

- Cleveland High School Senior (graduating May 2010)

HONORS AND AWARDS

- FCCLA - National Star Event Award Winner
- Varsity Letter - Track & Field

REFERENCES

Tom Blade, Director of Operations,
Mercy Hospital
123 Main Street, Cleveland, OH 12345
(123) 456-7891

Erica Tweed, Volunteer Director,
American Red Cross, Greater Cleveland Chapter
100 North High Street, Cleveland, OH 12345
(123) 456-7892