

# SAMPLE RESUME

**Jane Smith**

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Bethpage, NY 11714  
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## OBJECTIVE:

My educational goal is to major in business. During my college years, I also plan to continue my study of the Spanish language. This will enable me to effectively function in the 21<sup>st</sup> century workplace.

## EDUCATION:

Bethpage High School; Bethpage, NY

Recipient Regents Diploma with Advanced Designation - June 2008

## COURSES:

5-year Regents sequence in Spanish – AP Spanish  
4 years of English – AP English  
4 years of Social Studies – AP Government and Economics  
5-year sequence in Math- College level Calculus course  
5-year sequence in Science  
Computer Applications and Advanced Computer classes

## LEADERSHIP ROLES:

<b>President</b> of Student Council	Grade 12
<b>Vice-president</b> of junior class	Grade 11
<b>Senator</b> of sophomore class	Grade 10
<b>Captain</b> of JV/Varsity Basketball	Grades 10, 12
<b>Section Leader</b> of the saxophone section in Band	Grade 12

## AWARDS/HONORS:

Bethpage High School Nominee: National Association of Secondary School Principals Leadership Award	Grade 12
Inducted into the <b>National Honor Society</b>	Grade 11
Created web page for Bethpage High School Adult Ed Department	Grade 11
Created a power point presentation shown by Bethpage High School Guidance team at a board meeting	Grade 10
Received a letter of commendation from the NY State Assembly	Grade 10
Blue and Gold Honor Roll	Grades 9-12

**COMMUNITY SERVICE:**

National Honor Society

- National Honor society tutor Grades 11,12
- Participated in the Walk Along for Lupus Grade 12

Student Council

- Upperclassman Buddy Volunteer for Freshmen Orientation Grades 11, 12

**EXTRACURRICULAR ACTIVITIES**

- Students Putting an End to Cancer Grade 12
- Yearbook Club Grades 9-12
  - Writer/Editor Grade 12
- Varsity Cheerleading Grades 10-12
  - Captain Grade 12
- Varsity Badminton Grades 9-10
- Spanish Club Grades 9-12
  - Vice-president Grade 11
- National Honor Society Grade 11-12
- Select Chorus Grades 9-12

**WORK EXPERIENCE**

The Grapevine (Craft Store) Bethpage, NY	Part-time counter/ Party coordinator	15 hrs/wk	2005-2006
J.C. Penney Department Store Massapequa, NY	Part-time Jewelry Associate	20 hrs/wk	Summer 2007

**COMPUTER EXPERIENCE**

- Advanced Computer Applications Grades 11, 12
- Computer Applications Grade 11
- Word Processing, Excel and PowerPoint Grades 9-12

**OTHER INTERESTS/HOBBIES**

Travel:

Portugal, Costa Rica, Mexico

Music:

- Voice Lessons 1998- Present
- Dance Lessons 1996 - Present