

RUSSELL FENTON

29 Midspring Lane / Rutland, VT 55555 / (555) 555-8888

GOAL

To gain experience in the field of science as a summer intern at a science laboratory.

EDUCATION

Rutland Country School Upper School, Rutland, VT 1996 – present

Academic Maintained honor roll status for two consecutive years.
Won eighth grade science prize and science fair awards.

Clubs Member, Math Club 1996 – present
Member, Young Astronauts Club 1992 – 1996

Sports Rutland Country School Tennis Spring 1998
Rutland Country School Basketball 1997 – 1998
Rutland Country School Soccer Fall 1997

Special Abilities / Recognition

Star rank in the Boy Scouts of America with 19 merit badges 1995 – present
Working toward Eagle Scout badge.

Computer skills: Proficient in the use of PCs and Macs.

EMPLOYMENT

Child care for children ages 3 – 10 Summer 1998
Contact: Mrs. Gwen Moore, (555) 555-0000

Summer School Assistant at Rutland Country School Summer 1997
Contact: Mrs. June McFadden, (555) 999-9999

VOLUNTEER ACTIVITIES

National Aquarium in Baltimore – Student Exhibit Guide Summer 1997
Our Daily Bread Soup Kitchen in Rutland, VT Summer 1996

PERSONAL

Certified in Basic First Aid and CPR
Hobbies: Model building (all types) and stamp collecting

EMILY THOMPSON

43 Village Court, Westboro, MD 00000

Home: (000) 555-5555

E-mail: thompson@ari.net

OBJECTIVE: Volunteer Interpreter, Department of the Interior, Haleakala National Park, Maui, HI

SUMMARY OF RELEVANT SKILLS AND EXPERIENCE

Outdoor Leadership Training

National Outdoor Leadership School, Lander, Wyoming, Summer 1997.

Graduated Rocky Mountain Horse packing course, involving one week of ranch experience and two weeks of backcountry travel in the Wind River Range. Trained in minimum impact camping, backpacking, and horse packing. Emphasis on backcountry leadership skills necessary to lead future expeditions: safety and judgment, leadership and teamwork, outdoor skills, environmental ethics, and horse handling and packing skills.

Writing and Research Experience

Skilled researcher and debater. Course emphasis has been on English and writing. Editor of the *Phoenix* literary publication.

Communication Skills

Four years in theater with the lead in a popular comedy. Selected for highly competitive Shakespeare workshop. National competitor in debate competitions. Invited to read poetry at public readings with students and established poets.

EDUCATION

Westboro High School, Westboro, MD. Expect to graduate May 1998.

Academic Honors:

Honor Roll, average GPA 3.8 / 4.0. 1994 – present.

Activities

Maryland State Forensics League, President 2nd Place, Regional Competition, 1996.

Editor – in – Chief, *Phoenix* Literary Art Magazine, 1996 – present.

PUBLISHED WORKS

Salt of the Earth Literary Magazine, *Singing Sands Review*, *The Apprentice Writer*.

Featured reader in publicized Fells Point and Baltimore poetry readings.

EXPERIENCE

Legal Assistant, Trafalgar & Associates, Ft. Collins, CO. Summer 1996.

Emily Thompson

43 Village Court
Westboro, MD 00000
Home: (000) 555-5555
E-mail: thompson@ari.net

OBJECTIVE *Trail Worker, Volunteer-in-Parks, Kings Canyon, California*

SUMMARY OF RELEVANT SKILLS AND EXPERIENCE

Outdoor Leadership Experience

National Outdoor Leadership School, Lander, WY, Summer 1997

Graduated Rocky Mountain Horse packing course involving one week of ranch experience and two weeks of backcountry travel in the Wind River Range.

Trained in minimum impact camping, backpacking, and horse packing. Emphasis on backcountry leadership skills necessary to lead future expeditions: safety and judgment, leadership and teamwork, outdoor skills, environmental ethics, and horse handling and packing skills.

Interpretation Skills

Internship, Halcakala National Park, Maui, HI, Fall 1997

Interpretation at high-volume visitor center and development of special projects, including park displays and 20-minute naturalist visitor programs. Hiked inside the volcano six miles.

High School Public Speaking

Experienced researcher and writer in high school and community publications. Four years experience in theater and debate competitions.

Sports and Athletic Experience

Member, varsity field hockey team, 1996. Enjoy hiking, backpacking, and camping. Physically fit.

EDUCATION

Westboro High School, Westboro, MN. Graduated May 1998.

Honor Roll, average GPA 3.8 / 4.0, 1994-1998

WORK EXPERIENCE

Legal Assistant, Trafalgar & Associates, Ft. Collins, CO, Summer 1996

Karen Jones

1602 West 72nd Street Indianapolis, Indiana 46220 (317) 259-5505

JOB TARGET

A part – time **Retail Sales** position that will use my already proven **Customer Service, Administrative, and Organizational** abilities.

HIGHLIGHTS OF QUALIFICATIONS

- Able to effectively follow instructions while quickly adapting to existing operations.
- Able to assist with office procedures in multiple professional environments. Computer literate.
- Maintains accurate and detailed records, merchandise invoices, and product inventories.
- Enjoys working under pressure and with lots of varied activity while completing jobs.
- Competitive spirit. Top producing fund – raiser, special project group member, community service leader, and theater performer.

EDUCATION

NORTH CENTRAL HIGH SCHOOL, Indianapolis, Indiana

College Preparatory Program with goal toward college / Class of 2001

GPA 3.0 / 4.0

Activity: Varsity and Junior Girls Basketball Manager

1997 – 1998

PROFESSIONAL AND VOLUNTEER EXPERIENCE

Grade 5 Sunday School Teacher's Aide

9/97 – Present

BETH – EL SEDECK, Indianapolis, Indiana

- Assist Classroom teacher with 18 students, including recording attendance, collecting and documenting \$20 – 25 in weekly charity donations, implementing tests, making and assembling photocopies, and monitoring class during teacher's absence.

Babysitter

9/97 – Present

BETH – EL SEDECK, Indianapolis, Indiana

- Selected by congregational leader to provide child care services for infants to 6 year olds on an as – needed basis.

Bookstore Staff Member

1996 – 1997

WESTLANE MIDDLE SCHOOL, Indianapolis, Indiana

- Elected by fellow students to handle multiple responsibilities in on – site bookstore three days per week. Opened and closed facility. Sold books and miscellaneous supplies. Completed inventory reports.

- Office Assistant** 1993 – 1995
VISION CARE, PC, Indianapolis, Indiana
- Provided filing, mail room, and photocopying services for a busy private optometry practice which served 12,000 + patients. Doubled as office maintenance staff on an as – needed basis.

- Office Assistant** 1992 – Present
SRG, Indianapolis, Indiana
- Assist with varied office procedures including written preparation of customer requests. Professionally respond to telephone calls for individual orders from customers located throughout the nation. Participate in out – of – town customer sales trips, attend trade shows.

EXTRACURRICULAR ACTIVITIES

- Beth – El Zedeck United Synagogue Youth (USY) 9/97 – Present
- Work independently and as a team member while participating in varied service projects. Managed booth at annual fundraising event that contributed to earning \$3,500 – 4,000 for year – round activities. Attended regional convention in Detroit, Michigan (Summer of 1997). Scheduled to attend regional convention in Cleveland, Ohio.

- Beth – El Teens 1995 – 1997
Secretary 1996
- Actively participated in youth group with 60 members.

- Camp Broadway / Jewish Community Center Summer 96-97
- Held lead and minor roles in local “sold to capacity” theater productions. Assisted with set design, attaining costumes, and selling tickets.