**Name N. Name**

### Name Street NE, Apartment ### • Washington, DC ##### • (###) ###-#### • namenameceo@gmail.com

**EDUCATION**

**Name College, if admitted** City, ST

*Course of Study, if decided (e.g. B.A. in English)*  Expected May 2018

**Name High School** Washington, DC

*Course of Study, if any (e.g. Engineering STEM Program)* Expected June 2014

GPA: #.## Designation, if any (e.g. Principal’s Honor Roll)

Honors: (Alphabetical) 2013 Homecoming Princess; D.C. Lions Club Scholarship for Good Character; November 2012 Perfect Attendance Award; President’s Award for Physical Fitness

**ACTIVITIES** (In reverse chronological order, then by importance to you)

**National Honor Society** Washington, DC

*Vice-President* August 2013—Present

* Action phrase
* Action phrase

**Army Junior Reserve Officer Training Corps** Washington, DC

*Cadet Second Lieutenant* August 2011—Present

* Action phrase
* Action phrase

**Varsity Cross Country Team** Washington, DC

August 2010—October 2014

* Honor (e.g. Named All-District)
* Action phrase

**WORK AND VOLUNTEER EXPERIENCE** (In reverse chronological order, then by importance to you)

**DCPS Competitive Employment Opportunities (CEO) Program** Washington, DC

*National Aeronautics and Space Administration (NASA) Intern* January 2014—Present

* Action phrase
* Action phrase

**DCPS Beautification Day** Washington, DC

*Volunteer* August 2013

* Action phrase
* Action phrase

**LANGUAGES**

* Fluent in Spanish; Conversational in French; Basic in Chinese (order of proficiency)

**SKILLS** (order of importance to you/order of relevance to job applied for)

* Proficient in Microsoft Office
* Experienced at caring for children ages 6-months to 10-years old

**STRENGTHS**

* Cooperative, hard-working, punctual, respectful (alphabetical order)

**INTERESTS**

* Art, caring for my dogs, cooking, following current events, listening to music, playing the piano, playing video games, reading, watching movies (alphabetical order)