

SAMPLE SUMMER RESUME

JOE FROSH

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Present Address:

P.O. Box 123
Stanford, CA 94309

Permanent Address:

345 Summer Job Lane
Hometown, IL 11111

EDUCATION:

9/XX-present

Stanford University, Stanford, CA

- Pursuing BA degree, to be conferred 6/XX
- Coursework includes communication, English, and psychology

9/XX-6/XX

ABC High School, Hometown, IL

- Advanced placement coursework included calculus, biology, and English
- Salutatorian

HONORS/AWARDS:

- National Achievement Scholar
- National Honor Roll
- AP Scholar
- Gates Millennium Scholar Finalist

EXPERIENCE:

9/XX-present

Administrative Assistant, Career Development Center, Stanford University, Stanford, CA

- Answer daily inquiries from students and employers
- Greet employers visiting Stanford for on-campus recruiting
- Provide assistance to students using the jobs/internships database

9/XX-6/XX

Yearbook Editor, ABC High School, Hometown, IL

- Supervised a staff of 18
- Set timelines for project completion, divided and assigned tasks, and managed all aspects of publication's production
- Served as liaison between yearbook staff and school administration
- Assisted in soliciting over \$5000 in funding for publication
- Conceptualized new layout and design format for yearbook

6/XX-9/XX

Head Lifeguard, Sink Like a Rock Pool, Hometown, IL

- Oversaw the safety of 100+ swimmers daily
- Assisted in the hiring, training and supervision of new lifeguards
- Organized pool competitions and special events
- Developed flyers to publicize events to the community
- Promoted from position of lifeguard 6/XX

SKILLS:

- Computer: Familiar with Microsoft Office Suite including MS Word, PowerPoint, and Excel
- Languages: Fluent in Portuguese; working knowledge of basic French

ADDITIONAL**INFORMATION:**

- Certified American Red Cross CPR and First Aid Instructor
- Eagle Scout
- Member, ABC High School Varsity Baseball team
- Traveled throughout the United States and Mexico
- Interests include jazz, basketball, and baseball card collecting