**Michelle Washington**  
18 Sunnyside Boulevard, Arlington, NY 16543  
mwashington@email.com | 111.123.1234

**EDUCATION**  
Arlington High School, Arlington, NY  
CLASS OF 2019

**EXPERIENCE**  
**Pet Sitter** — Arlington, NY  
JUNE 2017 - PRESENT  
Established and run successful pet sitting business including dog walking, feeding, and yard care. Responsible for obtaining clients, scheduling and attending visits, organizing visits, and maintaining client relationships.

**Soup Kitchen Volunteer**— Arlington, NY  
SEPTEMBER 2017 - PRESENT  
Act as weekend/holiday volunteer manager at local soup kitchen, scheduling volunteer time slots, managing intake of donated food, and assisting with preparation and distribution of meals on Sundays and holidays including, Thanksgiving, Christmas, and Easter.

**Child Care Provider** — Arlington, NY  
JUNE 2015 – JUNE 2017  
Provided child care for several families after school, weekends, and during school vacations.

**SKILLS**                                                        **AWARDS & ACHIEVEMENTS**  
Customer service                                        National Honor Society  
Hospitality                                                    Honor Roll  
Microsoft Office                                           President of high school Volunteer Club  
Google Drive                                                MVP, Arlington Varsity softball team

Cautions for Preparing Your​​ First Resume

**Don't lie.** No matter how tempting it might be to stretch the truth, [lying on your resume](https://www.thebalancecareers.com/why-you-should-keep-your-resume-honest-2063304) is always a bad idea. You might make it through this round of interviews and even get the job, but you won't be able to deliver on the promises your resume offered. Plus, you'll probably be caught—and fired.

[**Don't pad.**](https://www.thebalancecareers.com/what-not-to-include-in-your-resume-2063284) You don't need to include the line "references upon request," or personal information beyond your contact info, or a bunch of unrelated hobbies. In fact, there's a lot of stuff you don't need to put on your resume, even when it's your very first one.

**Proofread.** Nothing is less persuasive than a resume full of typos and inconsistencies. Have a trusted friend or family member proofread your resume before you submit it.