

Objective: Write a brief sentence stating the purpose of your resume. Use strong action words that grab a reader's attention. Highlight your strongest features. Make the employer want to read more about you. **Avoiding saying "I" in a resume.**

Anita Job

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Heading: Make sure to include a heading at the top that states your name (in a commonly used font, such as Times New Roman and 16-20pt in font size) and any other important identifying information (10-11pt font size). Always keep your phone number and email addresses updated.

Objective:

A reliable, trustworthy and hard-working student seeking a part-time job to gain valuable skills and experience that will prepare me to achieve future career goals.

Education:

The University of Texas Rio Grande Valley, Edinburg, TX
Bachelor of Arts in English, Anticipated Graduation Date: May 20XX

South Texas College, McAllen, TX
Associate of Arts in Interdisciplinary Studies, Graduated: May 20XX

ABC High School, Somewhere, TX
Graduation Date: June 20XX

Awards

- Perfect Attendance Recognition, 20XX and 20XX
- National Honor Society

Education: After the heading and objective, lead with educational information. The name of the university and high school. Any sort of academic distinction may be placed here as well
****Only include HS information if you are still classified as a Freshman.**

Experience:

Pet Sitter, City, State June 20XX - Present

- Build and maintain a good rapport with clients and pets, which has led to repeat business and increased profits
- Wash and groom all pets up to three times a week depending on length of care
- Feed, walk, and clean dog houses/kennels daily to ensure maximum cleanliness
- Promote services through social media and word of mouth
- Provide pet care schedule and communicated regularly with clients

Child Care, City, State May 20XX - August 20XX

- Performed various duties including: cooking, serving and feeding meals to the children, bathing and dressing the children, and assisting them with daily activities
- Took children out for walks and play time around the neighborhood or parks
- Played a variety of entertaining and educational games with children
- Maintained a watchful and secure eye on children at all times

Experiences: If you have held a steady job during high school and currently, add your position here with a few descriptive sentences (about 3 short sentences). You should limit your list to no more than 5 entries.

Activities:

Literary Arts Club/*Member* August 20XX - Present
A Big Medical Center/*Volunteer* Summers 20XX - 20XX
Speech, Drama and Debate/*Member* September 20XX - May 20XX
UIL Club/*Member* September 20XX - March 20XX

Skills:

Languages: English and Spanish (read, write, speak)
Computer: Microsoft Word, Excel, Power Point, Publisher

Activities/Skills: Any clubs, programs, community service organizations, sports or other activities you were a part of during high school should follow Experience. You should try to limit the list to only about 5-8 entries, so if you have more than that, choose only your most important. Include any languages or specific skills that are specific to the job you want to apply for.