

JOSEPH NEEDSAJOB

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OBJECTIVE

To obtain a challenging position in the health care industry.

EDUCATION

2001 - Current Warrior Run High School Turbotville, PA
Expected Graduation Date: June 3, 2007
• GPA: 3.7

AWARDS RECEIVED

Lycoming Career and Technical Center Health Care Award
October Student of the Month
Smith National Volunteerism Award

INTERESTS AND ACTIVITIES

Health Careers Club, President	2003-2006
Warrior Run Football Team, Captain	2002-2006
National Honor Society	2004-2006

WORK EXPERIENCE

2005 – 2006 Kram Nursing Home Watsontown, PA
Health Care Assistant
• Assisted patients with all aspects of daily functioning.
• Coordinated social functions and trips.
• Provided care and support to patients.

2003-2006 McDonald's Restaurant	Lewisburg, PA
Food Service Worker	
Provided customer service.	
Responsible for opening restaurant.	
Promoted to head cashier.	

VOLUNTEER EXPERIENCE

VolunTEEN at Muncy Valley Hospital	2004-2006
Meals on Wheels	2005-2006
Warrior Run High School Big Buddy Program	2003-2006

REFERENCES

Mr. Franklin Nursey, Kram Nursing Home	473-3985
Mrs. Virginia Burger, McDonald's Restaurant	940-2458
Mr. Robert Winsalot, Warrior Run Football Coach	748-2839

FirstName LastName
6 Pine Street, Arlington, VA 12333
home: 555.555.5555
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Education

Arlington High School, Arlington, Virginia
2002 - 2006

Experience

Pet Sitter

2004 - Present

- Provide pet sitting services including dog walking, feeding and yard care.

Child Care

2002 - Present

- Provide child care for several families after school, weekends and during school vacations.

Achievements

- National Honor Society: 2004, 2005, 2006
- Academic Honor Roll: 2002 - 2006

Volunteer Experience

- Big Brother / Big Sisters
- Arlington Literacy Program
- Run for Life

Interests / Activities

- Member of Arlington High School Tennis Team
- Girl Scout
- Piano

Computer Skills

- Proficient with Microsoft Word, Excel, and PowerPoint, and Internet

Roberta Jordan
12345 Hemingway Ln.
Austin, TX 78722
(512) 456-7891 — R.Jordan@email.com

Objective

Reliable and mature high school senior seeking a position with a youth-oriented clothing environment to gain experience and insight into the fashion industry for a future career in fashion and design.

Education

City High School

2002 - 2005

May 2005 Graduation

Work Experience

Country Club

Summer 2003 and 2004

Lifeguard

- Monitored swimming areas for rule violations and drowning victims.
- Assisted in maintaining pool facilities and recreation areas surrounding pool areas.
- Supervised entertainment activities sponsored by country club.
- Worked assigned shifts at check-in and concession stand.
- Attended training courses and maintained CPR certification.
- Taught summer swimming classes.

Hawkins, Robins, Warbler and Finch, Attorneys at Law

Fall 2002 - Fall 2002

- Picked-up and delivered catering and supplies for luncheons and corporate functions.
- In-house mail delivery and sorting.
- In-house document delivery.
- Office supply pick-up for local merchants.
- Assisted clerk in the law library.
- Delivered documents to and from the courthouse and other law offices.

Volunteer Work

Big Brothers/Big Sisters

2003 - 2004

- Assisted with and participated in group activities and field trips.
- Monitored youth during activities.
- Tutored ages 8-13 and assisted with homework assignments.

Texas School for the Blind

2000

Book Reader

- Read literary masterpieces into a tape recorder for use by the community.
- Assisted with volunteer office duties.

School Organizations

National Honor Society

2003, 2004

Pep Squad

2002 and 2003

Decorations Committee Chair — 2003

Senior Student Council Representative

2004

Secretary — 2004

OBJECTIVE

To obtain knowledge of the day-to-day workings of a communications, public relations, or publishing firm through a part-time job or summer internship.

EDUCATION

Completed three years at Hometown High School.

Graduation date: May 2005.

G.P.A. 3.85. Top 5% of class.

EXPERIENCE

Newspaper Staff Member, Hometown High School

- **Aug 2004 - present.** Features editor of campus newspaper.
- **Aug 2001 - Aug 2004.** Researched information for news articles using library and Web sources. Composed and edited informational articles, columns, editorials, and advertising copy.

Yearbook Committee Member, Hometown High School

- **Aug 2004 - present.** Editor-in-chief of yearbook staff. Leader of design and publication teams from initial layout through finished product.
- **Aug 2003 - Aug 2004.** Yearbook staff member. Experience taking photographs, designing layout, and writing captions and sidebars.

RELEVANT HIGH SCHOOL STUDIES

Technical writing; advanced composition; debate; video production; computer classes providing knowledge of word processing, desktop publishing, and Web software.

HONORS, AWARDS, AND MEMBERSHIPS

- **U.S. Media Association Scholarship recipient**
Scholarship based on academic achievement, community service, and campus participation and leadership in high school communications projects and studies.
- **2004 Best High School Newspaper Design winner**
Central State Regional Communications Contest, sponsored by the Communications Department, State University.
- **President of high school chapter of Future Communicators of America (FCA), 2004 - present**
Member, 2003 - present.
- **Treasurer of National Honor Society, 2004 - present**

Emily Brown

1640 Riverside Drive, Hilldale, CA 93505
760-555-1210 ebrown@hilldaleinternet.net

EDUCATION

Hilldale High School

2003 - 2005

Graduation Date: 2007

Assistant Clerk

Three months experience as Assistant Systems Clerk at the Tannen Blood Center, contributing to a money-saving records reorganization praised by the healthcare industry. Frequently recognized for excellent organizational and problem-solving skills.

EXPERIENCE AND ACCOMPLISHMENTS

Troubleshooting and problem-solving skills

- Investigated and resolved visitors' computer problems at the Hilldale Public Library.
- Winner of the DMC Programming Contest, 2004.

Excellent organizational skills

- Awarded "Volunteer of the Year" by the Hilldale Public Library in 2004 for noted organizational skills.
- Helped reorganized records system, saving the Tannen Blood Center \$15,000 per year.
- Organized various events for the Hilldale High School Math Club.

Strong computer skills

- Earned "A" or "A+" in all computer classes.
- Built personal computer from scratch.
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VOLUNTEER HISTORY

Hilldale Public Library — Summer 2004, Summer 2005

Hilldale, CA

Computer assistant

American Red Cross — Spring 2004

Florida

Relief volunteer

Tannen Blood Center — Summer 2003

Hilldale, CA

Assistant Systems Clerk

SCHOOL ORGANIZATIONS

Hilldale High School Math Club — 2003 - 2005

Vice-president — 2005

National Honor Society — 2003 - 2005

Clayton Middle School Library — 2000 - 2002

Student Librarian