annie mcmuffin

123 Your Address City, State, Zip Code (xxx)-xxx-xxxx your@email.com

High School honors student looking for an entry-level position with possibility for future advancement.

work Experience

Self-employed

*June 2015 – Present*

* Provided child care and after school care to various families
* Provided dog handling services including administering medication and grooming
* Provided clerical support, including document management and filing to schools and other organizations
* Front desk support for hair salon, including customer service via the phone and in-person
* Provided customer service support and met sales goals.

Education

* Currently attending 11th grade at The Learning Choice Academy

Additional Skills

* Well developed organizational skills
* Detail oriented
* Superior work ethic
* Excellent written and verbal communication skills
* Adaptable, flexible, able to learn new skills efficiently
* Fluently bilingual and biliterate
* Cooperative group member