

**GOOD STUDENT**  
123 Tiger Trail  
Swainsboro, GA 30401  
912.123.4567

**Objective:** To obtain work experience, build good work ethic, and apply skills learned in the classroom.

**Education:** Swainsboro High School, 689 South Main St., Swainsboro, GA 30401 478.237.2267. Presently a junior pursuing a seal in Career and Technology Education. Major: Business Education with core academic courses.

**Personal qualifications:** cooperative, cheerful, friendly, and very personable

**Skills:** keying data in Microsoft Word, operating a 10-key calculator, designing presentations on Power Point, and presently learning business procedures in the Cooperative Business Education program at Swainsboro High School.

**Work Experience:**

**January 2007-present** ShopRite Pharmacy, Cashier. Duties include: operating a cash register, helping customers, conducting inventory, and assisting other departments when needed.

**Summer, 2006** Swainsboro Recreation Department. Activities coordinator. Duties included: planning and implementing activities for third and fourth grade children.

**Honors and Achievements:**

- Member of 4-H, 5 years
- Named Who's Who Among American High School Students
- Member of FBLA
  - competed in Desktop Publishing, 1<sup>st</sup> Place Region
- Member of FFA
- Member of Varsity Softball Team

**References:**

Ms. Judy Williams, Work-Based Learning Coordinator, Swainsboro High School, 689 South Main St., Swainsboro, GA 30401; phone 478.237.2267.

Ms. Betty Claxton, Quality Management, Emanuel Medical Center, Kite Road, Swainsboro, GA 30401; phone 478.237.9911.

Ms. Renee Price, Secretary, Dr. Shah's Pediatric Center, 125 Victory Drive, Swainsboro, GA 30401; phone 478.237.5850.