

## Sample High School Resumes and Cover Letters

**JANE SMITH**

*1313 Smalltown Lane  
Yourtown, TN 37701  
(555) 555-5555  
jane.smith@myemail.com*

### **AREAS OF MAJOR EXPERIENCE**

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Childcare Provider

Caring for children ages 6 months to 12 years.  
Developing activities for play time and preparing healthy snacks.  
Meeting with parents to discuss their child's experiences.

### **PROFESSIONAL EXPERIENCE**

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*February 2009 to Present*      Small World Daycare, Yourtown, TN 37701  
Daycare Assistant

*May 2008 to September 2008*      Private Family, Smithville, TN  
In-home Daycare Provider

### **EDUCATION**

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*May 2011*      John Mills High School, Yourtown, TN  
Diploma

### **OTHER INTERESTS**

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Running on the Cross Country team.  
Acting in school plays with the Drama Club.  
Teaching Sunday School to 5th graders at church.

### **SPECIAL ACCOMPLISHMENTS**

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Certified in CPR and First Aid.

# JOHN ANDREW SMITH

1111 Main Street  
Anytown, IA 50701  
(555) 555-5555  
John.smith@emailserver.com

## PROFESSIONAL EXPERIENCE

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**A.J.'s Pet Shop**, Anytown, IA **10/10 - Present**  
**Assistant**

Assisting the owner with inventory.  
Working with customers to meet their pet needs.

**A. Town Foodstores**, Anytown, IA **5/09 - 5/10**  
**Cashier & Delivery**

Worked the cash register helping patrons.  
Assisted manager in training new employees.  
Delivered groceries to home-bound customers.

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## EDUCATION

**Washington Irving High School**, Anytown, IA **2011** **W**  
**High School Diploma** **Hi**

## EXTRACURRICULAR INTERESTS

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**OTHER**

Member Habitat for Humanity, Volunteer **Ha**  
Member Meals on Wheels, Volunteer **Me**

## ADDITIONAL ACCOMPLISHMENTS

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**SPECIAL**

Member Honor Roll for 4 consecutive semesters. **Hc**  
Member 1st chair trombone in symphonic band. **Fir**  
Member Student of the Month, January, 2010. **St**

1313 Smalltown Lane  
Yourtown, TN 37701  
October 1, 2011

Peter Jones  
Assistant Manager  
Happy Time Daycare  
774 Mytown Drive  
Yourtown, TN 37701

Dear Mr. Jones:

I am writing to apply for the Daycare Assistant position that was advertised in our local newspaper, The Yourtown Journal. I have much experience working with young children and think I would be a good addition to your daycare facility.

I have been a childcare provider for three years, having cared for children ages 4 through 12. My experience includes short-term and long-term positions. By this, I mean that I have babysat for children for one evening or day, and I even cared for a family of four children for three months during the summer.

I hope that you will consider me for this position. You may contact me by phone at (555) 555-5555 or by email at [jane.smith@myemail.com](mailto:jane.smith@myemail.com). I look forward to speaking with you to discuss my experience and how I can be a good addition to Happy Time Daycare.

Sincerely,

Jane Smith

1111 Main Street  
Anytown, IA 50701  
October 1, 2011

Susan Johnson  
Director  
Humane Society  
548 First Avenue  
Pleasantville, IA 50701

Dear Ms. Johnson:

I would like to apply for the Pet Assistant position advertised by you. I saw the position listed on the Hotjobs.com website. My experience as an Assistant at A.J.'s Petshop has reinforced my feelings that a career with animals is in my future, and I know I can bring many skills from this experience to the Humane Society.

Having worked at A.J.'s Petshop for over a year, I have learned a lot about the skills needed to care for animals. In my job, I am responsible for bathing and grooming the animals our

products

different personalities. I also work with our customers by helping them find the things they need in the store. This has brought me good "people skills" too.

much!

I would like to meet with you to discuss my experiences and share with you how much I would enjoy working at the Humane Society. You may contact me at (563) 555-5555 or by email at johna@mail.com.

5555 or by

Yours truly,

John Andrew Smith