**RESUME FOR FIRST JOB**

Michelle Washington

18 Sunnyside Boulevard

Arlington, NY 16543

mwashington@email.com

111.123.1234

**Education**

Arlington High School, Arlington, NY

CLASS OF 20XX (3.9 GPA)

**Experience**

**Pet Sitter — Arlington, NY, JUNE 20XX - PRESENT**

* Established and run successful pet sitting business including dog walking, feeding, and yard care.
* Responsible for obtaining clients, scheduling and attending visits, organizing visits, and maintaining client relationships.

**Soup Kitchen Volunteer — Arlington, NY, SEPTEMBER 20XX - PRESENT**

* Act as weekend/holiday volunteer manager at local soup kitchen, scheduling volunteer time slots, managing intake of donated food, and assisting with preparation and distribution of meals on Sundays and holidays including, Thanksgiving, Christmas, and Easter.

**Child Care Provider — Arlington, NY, JUNE 20XX – JUNE 20XX**

* Provided childcare for several families after school, on weekends, and during school vacations.

**Skills**

* Customer service
* Hospitality
* Microsoft Office
* Google Drive

**Awards & Achievements**

* National Honor Society
* Honor Roll
* President of high school Volunteer Club
* MVP, Arlington Varsity softball team