1234 Randolph Avenue • Oak Park, IL 60302 • Cell: 123-555-XXXX • abc@email.com

EDUCATION

**ABC SCHOOL OF HAIR DESIGN COSMETOLOGY**, Chicago, IL, May 20XX

* Spent over 1,000 hours studying hairstyling as well as color and treatments for certification
* Received Award for Strongest Work Ethic with Certification

**OAK PARK-RIVER FOREST HIGH SCHOOL**, Oak Park, IL, May 20XX

* Overall GPA 3.38
* Clubs: Paint and Sketch Club, Theater, Yearbook Committee
* Athletics: Gymnastics Squad Captain

EXPERIENCE

SWAN BEAUTY PARLOR, *Chicago, IL*

**HAIR STYLIST AND COLORIST** (Fall 20XX-present)

* Color and treat dozens of clients' hair weekly with state of the art techniques
* Introduced Brazilian Keratin treatment to the salon
* Schedule appointments for clients with myself and 18 other employees
* Selected Employee of the Month twice since start of employment for attention to detail and customer service

SWEET DREAMS BEAUTY SALON, *River Forest, IL*
**HAIR STYLIST** (Summer 20XX-Fall 20XX)

* Cut and styled hair, specializing in hairstyles for bridal and prom parties
* Responsible for waxing and threading
* Trained in applying Brazilian Keratin treatment

OAK PARK BEAUTY, *Oak Park, IL*
**ASSISTANT/RECEPTIONIST** (Fall 20XX-Summer 20XX)

* Greeted and welcomed clients into the waiting area, serving coffee and tea as well as taking coats
* Scheduled clients' appointments with all employees
* Swept cut hair and cleaned shampooing stations

OTHER EXPERIENCE

* Lead role in The Sound of Music, Spring 20XX
* Headed the Yearbook Committee Fall-Spring 20XX and designed the cover
* Designed and painted a mural on one side of Oak Park-River Forest High School representing the city of Chicago as part of a fundraiser for Child Cancer Research, Spring 20XX