

## RESUME EXAMPLE

Bizz E. Beaver  
5678 College Ave.  
JA, USA 95400  
Telephone (101) 234-5678

### **Position Sought**

Loan officer, JA BizTown Savings and Loan

### **Abilities and Talents**

- ❖ Sharp computer skills
- ❖ Good communication skills
- ❖ Strong leadership qualities
- ❖ Math a specialty

### **Achievements and Awards**

- ❖ Perfect Attendance, Sunday School
- ❖ Second Place, 2013 Mathematics competition
- ❖ First Place, JA Bake-Off (apple pie)

### **Work Experience**

January 2013-January 2014: babysat every Tuesday evening for neighbor Sally Hansen

December 2012: volunteer food server, Redwood Empire Soup Kitchen

### **Education and Training**

Currently in sixth grade, Bright Start Elementary, JA USA  
Heritage Girls Babysitting Safety Course  
JA BizTown Financial Literacy Program