

SAMPLE PART TIME JOB RESUME FOR FR/SO

Hailey Davis

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205-555-5555

Education	Bachelor of Business Administration , August 2018-Present University of North Alabama, Florence, AL Major: Marketing Advanced Diploma , May 2018 Hoover High School, Hoover, AL GPA: 3.8/4.0
Experience	Crew Member , May 2016-July 2018 McDonald's, Homewood, AL <ul style="list-style-type: none">• Provided customers with quick and accurate service• Prepared and cooked food• Maintained cleanliness and good hygiene according to standards Childcare , Summers 2015-2017 Williams Family, Hoover, AL <ul style="list-style-type: none">• Supervised activities in children's rooms and play area• Planned and prepared nutritious meals for children• Transported children to and from school or other activities
Community Service	Special Olympics, August 2016-Present Relay for Life, May 2016, 2017, and 2018
Computer Skills	Microsoft Office Programs Windows XP, Vista
Honors	National Merit Finalist National Honor Society Who's Who Among High School Students
Activities	Hoover High School Marching Band, August 2014-May 2018 Spanish Club, 2016-2018