

SAMPLE RESUME1

Kathryn Abel
5601 Poole Lane
McLean, Virginia 22101
(703) 555-1212
kabel@yahoo.com

Personal Objective: Preschool or day care center teaching assistant

Work Experience: Childcare, Faubian Elementary School 1999-present
3039 N.E. Sierra Boulevard
Fairfax, VA 22030
703-555-1212
Supervisor: Nancy Toppila
Duties: Provide childcare during adult education parenting classes

Volunteer, Fair Oaks Hospital 1997-present
2915 Rugby Road
Fairfax, VA 22033
703-123-4567
Supervisor: Jamilla De Corazon, R.N.
Duties: Worked as candy striper, providing reading material, reading aloud, visiting with patients, and assisting nurses

Education McLean High School, 1234 McLean Drive, McLean VA, 1998
Longfellow Middle School, 1234 Brice Drive, Falls Church VA

Honors, Achievements and Outside Interests

Outstanding Science Project Certificate, 1998
McLean High School, McLean VA
Treasurer, Washington Service League, 1999-present
Washington Ski Club, 1998-present
McLean Community Center Soccer, 1998-present

Related Skills

- ◆ Hold CPR and basic emergency first aid certification
- ◆ Trained in babysitting by Fairfax County Red Cross
- ◆ Skilled in typing, solving basic mathematical problems, organizing materials and ideas

References available upon request