***Sample Resume***

**Resume of Matthew Daniel Dixon**

418 Berry Hill Drive

Raleigh, NC 27613

(919) 555-1111

**Education** Leesville Road High School

2010 to Present 8410 Pride Way

Raleigh, NC 27613

**Work Experience**

2012 to Present Part-Time Salesperson-Target

**Athletic Activities**

2012 to Present Varsity Soccer Team

2010 to 2012 Junior Varsity Tennis Team

**Elected or Appointed Offices**

* 1. Student Council
  2. Junior Class Council

2011 to Present Latin Club Vice President

**Community Activities**

2010 to Present Habitat for Humanity

2011 to Present Rex Hospital Volunteer

Summer 2010 Mission Trip to South America (1 week)

**School Activities**

2011 to Present National Honor Society

2010 to Present Key Club

2010 to Present Student Council

**Honors/Awards**

Summer 2012 Governor’s School for Science

**References**

Dr. Stone

Ms. Duncan

Ms. Wade