

Farrah Firstyear

(814) 123-4567 • myemail@eagle.clarion.edu

EDUCATION

Clarion University of Pennsylvania, Clarion, PA
Bachelor of Science in (insert your academic program here), May 20XX

ABC High School, Jonestown, PA
Diploma, June 20XX

HONORS AND SCHOLARSHIPS

National Honor Society, 20XX-20XX
Principal's List
Safe Teen Driving Scholarship, 20XX-20XX
Girl Scout USA Gold Award 20XX

WORK EXPERIENCE

Cashier/Cook, Roadside Café and Creamery, DuBois, PA, May 20XX-Present

- Wait on customers, take food and ice cream orders, and run cash register

Summer Maintenance Crew, DuBois Area School District, Brockway, PA, May-August 20XX, 20XX

- Maintained the conditions of the sports fields and cleaned the classrooms

Childcare Provider, Private Homes, May 20XX-Present

- Cared for children ages 2-12 and facilitated recreational/educational activities and field trips

Camp Counselor, Friendship Camp, Reynoldsville, PA July 20XX/20XX

- Taught recreation, arts, and outdoor activities to 60 children ages 8-16

ACTIVITIES

Member/Executive Board, Students Against Destructive Decisions (SADD), 20XX-20XX
Member, Student Council, 20XX-20XX
Student Athlete, Swim Team, Mytown Area High School, 20XX-20XX

COMMUNITY SERVICE

Volunteer Firefighter, Smalltown Fire Department, 20XX-Present
Donor, American Red Cross Blood Drive, 20XX-Present
Religious Education Teacher, XYZ Church, 20XX-20XX
Volunteer, Walk/Run for Someone Special, 20XX-XX
Litter Crew, Adopt-a-Highway, 20XX-20XX

CERTIFICATIONS AND CLEARANCES

American Red Cross First Aid/CPR
Safe Food Handler Training

Other possible sections you may add as you progress through college:

- Internships/Field Experience/Co-ops
- Observations
- Presentations
- Research
- Professional Development
- Professional Associations
- Technology
- Study Aboard
- Languages
- Training