

**JANE SMITH**

*1313 Smalltown Lane  
Yourtown, TN 37701  
(555) 555-5555  
jane.smith@myemail.com*

**AREAS OF MAJOR EXPERIENCE** \_\_\_\_\_

Childcare Provider

Caring for children ages 6 months to 12 years.  
Developing activities for play time and preparing healthy snacks.  
Meeting with parents to discuss their child's experiences.

**PROFESSIONAL EXPERIENCE** \_\_\_\_\_

*February 2009 to Present* Small World Daycare, Yourtown, TN 37701  
Daycare Assistant

*May 2008 to September 2008* Private Family, Smithville, TN  
In-home Daycare Provider

**EDUCATION** \_\_\_\_\_

*May 2011* John Mills High School, Yourtown, TN  
Diploma

**OTHER INTERESTS** \_\_\_\_\_

Running on the Cross Country team.  
Acting in school plays with the Drama Club.  
Teaching Sunday School to 5th graders at church.

**SPECIAL ACCOMPLISHMENTS** \_\_\_\_\_

Certified in CPR and First Aid.

# JOHN ANDREW SMITH

1111 Main Street  
Anytown, IA 50701  
(555) 555-5555  
John.smith@emailserver.com

## PROFESSIONAL EXPERIENCE

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**A.J.'s Pet Shop**, Anytown, IA **10/10 - Present**  
**Assistant**

Assisting the owner with inventory.  
Working with customers to meet their pet needs.

**A. Town Foodstores**, Anytown, IA **5/09 - 5/10**  
**Cashier & Delivery**

Worked the cash register helping patrons.  
Assisted manager in training new employees.  
Delieverd groceries to home-bound customers.

## EDUCATION

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**Washington Irving High School**, Anytown, IA **2011**  
**High School Diploma**

## OTHER INTERESTS

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Habitat for Humanity, Volunteer  
Meals on Wheels, Volunteer

## SPECIAL ACCOMPLISHMENTS

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Honor Roll for 4 consecutive semesters.  
First chair trombone in symphonic band.  
Student of the Month, January, 2010.