

Hire Me, I'm Nice: Writing a Resume *(cont.)*

Sample Lesson Page

Irene Wilson

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Cedar Hill, MI 65412
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Education

Grady High School (1995–1999)

Activities

Beta Club, President (1998–1999)

Junior Classical League, Secretary (1997–1998)

Work Experience

Volunteer Worker (July, 1999)

Served as a candy striper at the Cedar Hill Medical Center. Worked in the pediatric unit each day. Answered telephones and helped read to the children each afternoon.

Secretarial Work (July, 1998)

Worked for a home-based company. Helped do computer work and write bills to customers.

Summer School Tutor (August, 1997)

Worked at Grady High School in the English department. Helped students in peer tutoring groups. Helped teacher with paper work and did some computer work.

References

References available upon request.