**A good resume must ….**

Have a common, readable font. Times New Roman or Arial

Have your name, phone number and address on it

Be on plain white 8X11 paper

Not have any paragraphs on it

Must have bullet points

Have 1 inch margins

Must have size 12 font

Not have extra spacing between sections, there should only be single line spacing

**Jenny Frogger**

**6 Pine Street, My Town,**

**Florida home: 904.555.5555**

**566.486.2222**

**Happyville@glad.com**

**Job Goal**

To work in the school store, to learn and have fun.

**Education**

Currently enrolled in My Town Middle School

My Town, Florida

**Work Experience**

**Pet Sitter**

**2005 – Present**

• Provide pet sitting services including dog walking, feeding, and yard care.

**Child Care**

**2005 – Present**

• Provide child care for several families after school, weekends and during school

vacations.

**Achievements**

• National Honor Society: 2005, 2006, 2007

• Academic Honor Roll: 2005-2007

**Volunteer Experience**

• Big Brother / Big Sisters

• Food Drives

• Run for Life

**Interests / Activities**

• Member of My Town Tennis Team

• Girl Scout

• Piano

**Computer Skills**

• Proficient with Microsoft Word, Excel, and PowerPoint,