

Sample

# John W. Smith

715 27<sup>th</sup> Street  
Yucaipa, CA 92399

Phone (909) 794-5839  
Fax (909) 795-1234  
E-mail [jsmith@go.net](mailto:jsmith@go.net)

## Career Goal Statement

I plan on continuing my education at the California State University, Monterey Bay's Entrepreneurial Studies program where I can continue to build on the business skills developed in my ROP classes. My ultimate goal is to graduate with a bachelor's degree and open my own collectibles shop.

## Experience

9/98–Present                      Student Store                      Mentone, CA  
Student Manager

- Responsible for supervising student clerks, verifying vouchers, the accuracy of reports and tally sheets, and resolution of customer complaints.

9/91 – 9/96                      San Bernardino Sun                      San Bernardino, CA  
Paper Courier

- Responsible for developing new customers, product delivery, accounts receivable, accounts payable, and customer relations.

## Education/Training

9/97–Present                      Redlands East Valley High School                      Redland CA

- Senior pursuing a college preparatory course of study.
- Competency Certificates earned in ROP Retailing, Small Business Management, and Graphic Arts classes.

## Extracurricular Activities

9/99 – Present                      Military Club                      Redlands East Valley High School

9/98 – Present                      CONTACT Club                      Redlands East Valley High School

9/98 – Present                      Cross-Country                      Redlands East Valley High School

2/98 – Present                      Track Team                      Redlands East Valley High School

9/98 – Present                      Spanish Club                      Redlands East Valley High School

## Special Recognition

ASB President (1999-2000)

Junior Class President (1998-1999)

CIF Scholar Athlete (1997-1998)

Redlands East Valley School Letters (10)

- ❖ Varsity Athletes (1998-2 & 1999-0)
- ❖ Scholarship (1997, 1998 & 1999)
- ❖ Community Service (1997, 1998 & 1999)