

Sample

715 7th Street
Yucaipa, CA 92399

Phone (909) 794-5839
FAX (909) 795-1234
E-mail jsmith@go.net

John W. Smith

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)