

# Emma Example

123 Butler Road  
Butler, PA 16001

(724) 123-4567  
EmmaExample@email.com

## Education

Butler High School

GPA: **3.25**

## Job Experience

Dates Employed

### Retail Associate | *Walmart*

May 2019 – Present

- Scanned items through the cash register
- Balance the cash register at the end of each day
- Greeted customers as they approached the checkout line

### Server | *Texas Roadhouse*

June 2018 – February 2019

- Carefully took each customer's order
- Reviewed all food from the cooks for accuracy
- Followed up periodically to see if anything else was needed
- Processed multiple forms of payment

## Extracurricular Activities

Dates Participated

### Marching Band

August 2016 – Present

- Played the trumpet
- Memorized music for half-time performances and parades
- Learned teamwork as I practiced with my section

### Musical Theater

August 2019 – Present

- Played Dorothy in the musical *The Wizard of Oz*
- Read through scripts and memorized all acting lines
- Helped build sets by painting, cutting wood, and building

### Girl Scouts Troop 1234

March 2018 – May 2018

- Earned the Gold Award for coordinating a fundraiser for disabled veterans
- Participated in various community service projects such as Katie's Kitchen and raking leaves at Ritts Park

## Volunteerism

Dates Volunteered

### Youth Group Leader | *St. John's Church, Evans City*

December 2018 – April 2019

- Assisted the youth pastor by coordinating activities
- Mentored youth group kids

### Candy Striper | *Butler Health System*

June 2018 – January 2019

- Filed and retrieved documents for nurses
- Sorted and distributed daily mail to appropriate staff
- Helped visitors with directions or questions