

This is a sample resume for someone in middle school who is applying for a part-time volunteer job.

Jose Garcia

220 University Avenue
Mountain View, CA 94041
650-555-5555
jgarcia@school.edu

OBJECTIVE

Obtain a summer job that lets me use my skills with children and adults.

EDUCATION

Graham Middle School, Mountain View, CA 94040
Completed 9th grade
Completed classes in English, Spanish, math, science, computers

EXPERIENCE

- 09/12-Present STUDENT ASSISTANT, YMCA DAY CARE CENTER, MOUNTAIN VIEW, CA
- Direct children in sports including soccer and softball.
 - Assist children with their homework.
 - Answer questions from parents about schedules and activities.
- 5/11-Present FAMILY CARETAKER
- Help raise three younger siblings.
 - Duties include but are not limited to: Picking siblings up at school, packing lunches, and accompanying them to school events.
- 09/11-5/12 TEACHER'S ASSISTANT, MRS. MARILYN SMITH, GRAHAM MIDDLE SCHOOL, MOUNTAIN VIEW, CA
- Assisted teacher with English class for 6th grade students.
 - Organized homework assignments.
 - Worked with students who did not understand assignments.

LEADERSHIP

- 09/12-Present EMPLOYMENT AND COLLEGE WORKSHOPS, GRAHAM MIDDLE SCHOOL, MOUNTAIN VIEW, CA
- Completed workshops on careers, job interviewing and college admissions.
 - Assisted other students during the workshops who needed help with the activities.
- 02/13-Present SOCCER TEAM MEMBER, GRAHAM MIDDLE SCHOOL, MOUNTAIN VIEW, CA
- Met daily after school for team practices, helped motivate team members.
 - Traveled with team for intramural games.
 - Assisted coach with equipment.

MEMBERSHIPS

- 09/13-Present Member, Latinos for Health, afterschool club, Graham Middle School
09/10-Present Member, Trinity Methodist Church, San Jose, CA

SKILLS

Word processing, PowerPoint, Excel, Fluent in Spanish

REFERENCES

Mrs. Marilyn Smith, M.S.
English teacher, Graham Middle School, Mountain View, CA
555-555-5555
msmith@school.edu

Mr. Raul Ramirez
Soccer coach, Graham Middle School, Mountain View, CA
555-555-5555
rramirez@school.edu

Mrs. Sylvia Curren
Teen Ministry Leader, Trinity Methodist Church, San Jose, CA
555-555-5555
curren@church.com