

# Jane Doe

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Objective	To obtain a job where work ethics and strong values are vital.		
Education	2005-Present	Temple High School	Temple, Georgia
	Academic Diploma		
	▪ Graduation date May 2009		
Awards received	Grade point average 3.5, Perfect attendance 2007-2008, State Runner-up Poster Contest Key Club International		
Work experience	2005-Present	Jane Doe Services	Temple, Georgia
	Baby Sitter, Pet Walker, House Sitter, Landscaping		
	▪ In charge of taking care of small children including feeding, bathing, and putting to bed.		
	▪ In charge of caring for others pets by walking, feeding, etc.		
	▪ In charge of taking care of house while owner is out of town including getting mail, answering telephone, light cleaning.		
	▪ In charge of lawn maintenance including cutting grass, weeding, planting seasonal flowers, and any other maintenance operations.		
Volunteer experience	March of Dimes, Christmas Caroling at Nursing Homes, Valentine cards to Nursing Homes, Unicef, Relay for Life		
Hobbies	Reading, swimming, biking		
Extracurricular activities	Cross Country, Track, Basketball		
Community activities	Member Gold Ridge Baptist Church, Youth Group, Choir Member		
Professional memberships	Future Business Leaders of America (FBLA), Key Club International		