**Zoe Applicant**  
555 Main Street • Jacksonville, FL 33333 • (123) 456-7890 • zoe.applicant@email.com

**RETAIL SALESPERSON**  
*Bringing energy, enthusiasm, and problem-solving skills to any position*

High-achieving student-athlete seeking an entry-level position in retail sales. Key skills include:

* Distance runner with a strong work ethic
* Problem solver
* Leadership experience
* Fast learner

## **EDUCATION & CREDENTIALS**

**BEACH HIGH SCHOOL**, *Jacksonville, FL.*  
Diploma expected 2022

**Awards & Honors**

* Honor Roll, each of first three years of high school
* Second-place award in Duval County Literary Criticism Essay Contest

**Skills & Certifications**

* Microsoft Office Suite
* Adobe Creative Suite
* CPR
* PADI (scuba diving)

**Activities**

* Three-year member of the cross-country team, co-captain as a junior
* Three-year member of track & field team with fourth year projected
* Three-year member of the school newspaper staff, entertainment editor as a junior
* Two-year member of the school’s Gay-Straight Alliance (GSA)

## **PROFESSIONAL EXPERIENCE**

CITY OF JACKSONVILLE BEACH, *Jacksonville Beach, FL*  
**LIFEGUARD** (June 2020—Present) Monitor beaches and respond to swimmers or beachgoers in need of assistance.

JONES FAMILY, *Jacksonville, FL*  
**BABYSITTER** (February 2018—Present) For more than three years, have regularly cared for three children aged 4-11 when parents are away.