

John Smith

123 Main Street | Lansing, MI 48933 | (517) 555-0148 | john.smith@email.com

Skills

Customer service, communication, teamwork, time management, problem solving, attention to detail, adaptability, and basic data analysis.

Education

- Lansing Central High School, Lansing, MI
- High School Diploma | June 2026
- College Preparatory Coursework, GPA: 3.6

Experience

June 2025 – Present

Sales Associate | Lakeside Outfitters | Lansing, MI

Assist customers, operate the point-of-sale system, organize inventory, and maintain the sales floor.
Recognized for reliable attendance, friendly service, and helping train two new team members.

September 2024 – May 2025

Volunteer Tutor | Lansing Community Youth Center | Lansing, MI

Provided weekly math and English homework support for middle school students, prepared practice activities, and shared progress updates with the program coordinator.

Clubs/Activities/Sports

- Varsity Soccer Team, 2023–2026
- Student Council Member, 2024–2026
- Community Food Drive Volunteer, 2024–2025

Additional Skills

- Microsoft Word, Excel, PowerPoint, and Google Workspace
- Cash Handling
- Phone and email communication