

# Hire Me, I'm Nice: Writing a Resume *(cont.)*

## Sample Lesson Page

### **Irene Wilson**

2102 Beach Avenue  
Cedar Hill, MI 65412  
(617) 555-4789

#### **Education**

Grady High School (1995–1999)

#### **Activities**

Beta Club, President (1998–1999)

Junior Classical League, Secretary (1997–1998)

#### **Work Experience**

Volunteer Worker (July, 1999)

Served as a candy stripper at the Cedar Hill Medical Center. Worked in the pediatric unit each day. Answered telephones and helped read to the children each afternoon.

Secretarial Work (July, 1998)

Worked for a home-based company. Helped do computer work and write bills to customers.

Summer School Tutor (August, 1997)

Worked at Grady High School in the English department. Helped students in peer tutoring groups. Helped teacher with paper work and did some computer work.

#### **References**

References available upon request.