

# Your Name

123 Any Street, Any Place, AP, 12345 / (123) 456-7890 / Email email@address.com

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## OBJECTIVE

Seeking a position where I can care for younger children and assist them in completing homework and developing social skills.

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## QUALIFICATIONS HIGHLIGHTS

- Creative and fun to be around
  - Academic honor student for the past two years of high school
  - Detailed oriented, talented and creative
  - Well organized; able to prioritize and multi-task to effectively manage time and schedules
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## EDUCATION

**ABC School**, 123 Any Street, Any Place, AP,  
GPA 3.9/ 4.0

2015-present

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## INTERNSHIPS AND VOLUNTEER WORK

**Student Assistant**, *ZXY Aftercare Program* , 567 Any Street, Any Place, AP,

2015-present

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## AWARDS AND ACCOMPLISHMENTS

- ABC Student Award

2015, 2016

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## JOB RELATED SKILLS

- Proficient in basic computer operations
  - Excellent math skills
  - Impeccable time management
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## REFERENCES

Mrs. Jane Jones  
123 Any Street  
Any Place, AP, 12345  
(123) 456-7890

Mr. John Frost  
456 Any Street  
Any Place, AP, 12345  
(123) 456-5550

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