**MICHAEL O. SMITH**  
123 Main Street  
Salt Lake City, UT 84107  
Phone: 888-222-1234  
Email: MSmith2012@yahoo.com  
  
  
**EDUCATION**  
  
George Washington High School, Salt Lake City, Utah  
Diploma 2013  
GPA: 3.5  
Key Club Member  
Student Body Treasurer  
Yearbook Staff  
  
  
**WORK EXPERIENCE**  
  
Cashier, The Home and Office Depot  
June 2011 – Present  
(Part-time during school, Full-time in Summer)  
• Operated computerized cash register system  
• Stocking as needed  
• Assisted customers with large orders  
• Ensured clean work area  
• Assisted night manager with store security  
  
Lawn Care Service  
2007 – Present  
• Owned and operated neighborhood lawn care service  
• Mowed and landscaped up to seven yards during the spring and summer  
• Prospected referrals via word-of-mouth  
  
  
**ACHIEVEMENTS**  
  
National Honor Society: 2011, 2012  
Honor Roll: 2011, 2012  
Varsity Football Letterman: 2012