

SAMPLE
LEADERSHIP
RESUME

Jane Offtocollege
President High School
Seattle, Washington

High School Activities

Student Body Treasurer **Sept. 2017-Present** **2 hrs/wk**

- maintaining budget records for clubs and officers
- initiating new process for student government elections
- participating in discussions about issues and events in leadership class

Tennis Team Member **March-June 2015, 2016, 2017** **12 hrs/wk**

- attended practices and played in meets
- coached new players on improving their serves

Drama Club Member **Sept.-Dec. 2017** **4 hrs/wk**

- worked on costumes and lighting for spring musical "Singing in the Rain"
- persuaded 60 students to buy tickets

Key Club Member **Sept. 2015-June 2017** **1 hr/wk**

- organized music performance for retirement center
- volunteered at football game food drive, elementary school carnival, cancer walk-a-thon

Community Service

Tutor, Central Elementary School **Sept. 2016-Present** **2 hrs/wk**

- helping 3rd to 5th graders develop reading and math skills in after school program

Mayor's Advisory Board **Sept. 2016-Aug. 2017** **4 hrs/month**

- spoke at City Council meetings to give youth perspective
- planned safe teen parties on a Friday night at neighborhood community center

Volunteer, Mercy West Hospital **Sept. 2015-Aug. 2016** **1 hr/wk**

- delivered flowers and gifts to patients
- observed nurses caring for patients

Other Involvement (such as Scouts, Youth Groups, Jobs, Educational Travel)

St. James Youth Group **6th grade - Present** **2 hrs/wk**

- developing spirituality and community among youth
- sang in youth choir 2 yrs, volunteered at summer picnic 4 yrs

Server and Cashier, Bob's Sandwiches **June-Aug. 2017** **15 hrs/wk**

- provided customer service in ice cream shop

