

# Elise Steinway

79 Beethoven Blvd.  
Vienna, OH 45060

(513) 500-0000

[esteinway@piano.com](mailto:esteinway@piano.com)

**Education:** Vienna High School, 2010-2013

**Awards:** State Ping Pong Champion, 2013  
Good Citizenship Award, 2012  
Outstanding Sophomore Award, 2011-2012

**Leadership:** Polish Club President, 2012-2013  
Polish Club Secretary, 2011-2013

**Extracurricular Activities:** Polish Club, 2010-2013  
Ping Pong Team, 2010-2013

**Work Experience:** Vienna Dance Studio, 2011-2013  
Receptionist

**Volunteer Work:** Polish Club Booth, Sauerkraut Festival, 2012  
Yard Work, Quaker Heights Nursing Home, 2011

**References:** Mr. Johannes Brahms, (513) 000-5555  
Captain T. John McIntyre, (513) 555-5555

Contact information should be easy to find and easy to read.  
**Put it first.**

**Always** put the current or most recent information first.

Include **only** high school activities.

Be consistent with how you list information.

If you have nothing to list within a category, omit it completely.

Too many things? Pick the most recent or important (consider the purpose of your resume – is it to be hired? Be selected for a scholarship or elite team?).

If you don't have any references, put the following:  
Available upon request.

**Never** list a person as a reference if you haven't cleared it with him or her first!

**Don't** put family members as references.

**Save this to your shared space.**

Also, include a copy in your portfolio.

I know it isn't snazzy or jazzy, but you can modify it next year with Mrs. Tieman.