**Katie Costa**439 Robinson Avenue  
City, State ZIP  
Phone  
Email

**Skills and abilities**

**Summary**

* Creative, hardworking, and reliable worker
* Strong oral communicator, very organized, and quick learner

**Computer skills**

* Proficient in using Microsoft Office programs such as Word, Outlook, and Excel
* Experience using both Microsoft- and Mac-based computer platforms

**Leadership skills**

* Elected as Grade 9 representative for Carlington Heights Students’ Council
* Planned and organized school dances, band fundraiser, and Relay for Life
* Selected to participate in city-wide leadership program

**Marketing and promotion skills**

* Started my own babysitting business in 2010; created flyers and promotional material, which attracted 42 new clients from local community centre and grocery stores
* Designed posters and banner for Carlington Heights semi-formal dance
* Contacted local businesses to purchase advertising space in Carlington Heights yearbook, and won award for highest sales for the year

**Experience**

**Babysitter**2010–2011  
*Katie and Jamie’s Babysitting Service, City, State*

**Pet sitter**2007–2009  
*Katie Johnston Animal Spa, City, State*

**Volunteer experience**

* Students’ Council
* Yearbook Committee
* Grade 9 Concert Band
* Relay for Life organizing committee

**Education**

**Carlington Heights Secondary School**2011–present  
*City, State*