FIRST NAME LAST NAME

xxx-xxx-xxxx ∙ professionalemailaddress@gmail.com ∙ City, Zip code

**PROFESSIONAL PROFILE:**

Responsible, dedicated, and personable high school …… with experience in …. . Strong communication and interpersonal skills. Excited to gain work experience and new skills while furthering educational goals and achievements.

**EDUCATION:**

**Name of High School**-City, State (GPA: ) Year started-Present

Grade in High School, Class of What Year

**QUALIFICATIONS:**

∙ Job Specific Skill ∙ Job Specific Skill ∙ Job Specific Skill

∙ Job Specific Skill ∙ Job Specific Skill ∙ Job Specific Skill

∙ Job Specific Skill ∙ Job Specific Skill ∙ Job Specific Skill

∙ Job Specific Skill ∙ Job Specific Skill ∙ Job Specific Skill

**PROFESSIONAL EXPERIENCE:**

**Year to Year, Position Title**

Responsibilities included:

∙ One to three lines description of what you did in this position.

**Year to Year, Position Title**

Responsibilities included:

∙ One to three lines description of what you did in this position.

**VOLUNTEER EXPERIENCE:**

**Year to Year, Volunteer Position Title**

Responsibilities Include/Included:

**EXTRACURRICULAR ACTIVITIES:**

**Year to Year, Name of Activity, Name of Organization**

Responsibilities Include:

**Year to Year, Name of Activity, Name of Organization**

Responsibilities Include:

**AWARDS/HONORS:**

Year, Name of Award, Name of Organization who awarded

Year, Name of Award, Name of Organization who awarded