Example Resume – High School student

Link in website – Resources section

Jane Candidate

22 North Street – City, MA 02555

(555) 555-1234 | [jcandidate@gmail.com](mailto:jcandidate@gmail.com)

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**PROFILE:** *(Short profile about you as well as what you wish to accomplish by applying for this internship or job)*

Rising senior interested in a summer marketing internship. Organized, detail-oriented, and able to work in teams as well as independently. Creative thinker and quick learner. Excellent verbal and written communication skills. Internet proficiency including web research and navigating social media sites.

**EDUCATION**

**Town High School**, Town, MA Expected Graduation: June 2015

**GPA:** Spring 2014: 3.82/4.0; Cumulative: 3.53/4.0 (leave out if less than 3.0)

**Academic Recognitions:** (Examples: awards, Honors Society)

**Career of interest relevant classes and level**: AP Chemistry; Honors Biology

**Skills:** Word, PowerPoint, Excel, Internet Research, Social Media (Facebook, Twitter, YouTube)

Spanish – fluent; French – basic *(include: computer – all platforms and software; Languages, any in which you are fluent; any other special skill)*

**WORK EXPERIENCE**

*Jobs: list each job beginning with most recent. List the following: name of company, month/year employed, job title, bulleted tasks – use action verbs; special projects or responsibilities; include previous internship(s).*

**Counselor, Summer Riding Camp** – Sprucewood Farm, Country Town, MA Summer 2013

* Taught young girls riding lessons and horse care. 3:1 student-teacher ratio.

**Cashier / Sales Associate – Joe’s Ice Cream Stand**, Anytown, MA Summer 2012

* Provided customer service to patrons during busy summer season
* Maintained balanced cash drawer at end of all shifts

**VOLUNTEER / COMMUNITY SERVICE***Volunteer positions: list each beginning with most recent or current. List name of organization, month/year you volunteered, position title, bulleted tasks.*

**Pegasus Therapeutic Riding (Brewster Mounted Troop chapter)** Brewster, NY 2012-present

* Taught horseback riding skills to mentally and physically challenged children and adults

**Volunteer, Southwestern service trip to Navajo reservation** – Fort Defiance, AZ Summer 2014

* Worked with other volunteers constructing dams to prevent erosion on farmland

**ACTIVITIES**

*Include: councils, clubs, groups, e.g.: Student Council, SADD, Robotics Club, Newspaper; Sports, e.g. Sport, varsity? Grade(s) participated in, designations (e.g. Captain), any special sports recognitions.*

**Town High School Swim Team** (grades 9,10,11) – Captain (grades 10,11)

**Town High School Newspaper** (grade 11)