

NAME

City, State | Email | Phone Number | LinkedIn

EDUCATION

High School, City, State

Diploma or International Baccalaureate, Graduation Month Year (ex. June 2026)

GPA: (ex. 3.92/4.00)

Relevant Classes

(example – highlight classes that apply to the job area and grade if applicable)

Honors

(example: High Honor Roll (2022-2024), other academic awards)

EXPERIENCE

Organization (ex. Private Family Client), City, State

Title (ex. Childcare Provider), Month Year – Month Year (ex. May 2024-Present)

● (Ex. Supervise two children, ages 4 and 7, while parents are away at work during afternoon and evening)

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Organization (ex. Department Store), City, State

Title (ex. Sales Associate), Month Year – Month Year

● (Ex. Greet and assist customers in the women's and girl's department. Coordinate sales goals across team of three)

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Organization (ex. Splash Public Pool), City, State

Title (ex. Swimming Instructor), Month Year – Month Year

● (Ex. Teach free weekly swimming classes to children, adults, and seniors; up to 15 participants at a time)

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LEADERSHIP & ACTIVITIES

Organization (ex. High School Varsity Basketball Team), City, State

Title (ex. Team Member), Month Year – Month Year

● (Ex. Managed and organized team offseason workouts, team activities and participation to 30+ members)

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Organization (ex. Newspaper, Other activity), City, State

Title (ex. Columnist), Month Year – Month Year

● (Ex. Composed weekly articles on the arts that was published and distributed to the Local High School community)

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SKILLS & INTERESTS

Languages: (ex. Conversational in reading and writing Spanish)

Computer: (ex. Proficient in Microsoft Word, Excel, and PowerPoint)

Creative: (ex. Canva, Adobe, Creative Writing, Copywriting, Photography)

Hobbies: (ex. Include hobbies that create talking points with the interviewer – i.e. Rock climbing, Crochet, Guitar, Landscape Painting)