

First M. Lastname

Anytown, PA 15116

youremail@xyz.com

Phone: 412-555-4157

OBJECTIVE: *(A statement explaining what type of job are you looking for and how you can help the company. You do not need an objective statement for a scholarship or college application resume.)*

EDUCATION

Heritage High School
Anytown, PA 15116

Expected Graduation: June 2022
GPA: 3.56/4.00

Relevant Coursework: *(List courses here that not every high school student takes, such as AP or Honors courses, Computer Programming or Engineering courses, special electives, etc.)*

WORK EXPERIENCE

Kennywood Park – West Mifflin, PA

Jun – Aug 2019

Ride Operator

- Ensured rides were safe to operate
- Provided quality guest customer service to create a pleasurable ride experience
- Trained new employees on ride operations

Trombone Lesson Teacher – Anytown, PA

2018 – present

- Supplemented formal lessons for 12 year-old girl (4 hours/week)

Babysitter – Anytown, PA

Summers 2017, 2018

- Cared for two children for 8 hours/day on weekdays
- Created fun and educational activities to engage the children

LEADERSHIP/ACTIVITIES/COMMUNITY SERVICE

Vice-President, SWENext Club

Aug 2019 – Jun 2020

- Led the Career Day planning team and event
- Contacted speakers and made arrangements for the Build-a-Resume workshop

Recruitment Chair, Video Club

Aug 2018 – Jun 2019

- Created video explaining benefits of being in the club
- Suggested using TicToc as recruitment tool to appeal to freshmen

Trombone Player, Heritage High School

Aug 2018 - present

- Marching Band, Concert Band, Jazz Band

Party Volunteer, Sherwood Oaks Nursing Home

Dec 2018

Volunteer, Anytown Food Bank

Sep 2018

HONORS

Society of Women Engineers Certificate of Merit Award

May 2020

Heritage High Freshmen of the Year Award

Jun 2019

RELEVANT SKILLS

Proficient in Microsoft Office (Word, PowerPoint, Excel)