## High School Resume For First Job

horizontal line

**[Your Full Name]**[Your Address]  
[City, State, Zip Code]  
[Your Phone Number]  
[Your Email Address]

### **Objective**

Energetic and dependable high school student with a strong academic record and a commitment to community engagement. Seeking to apply my abilities and skills in [specific job or industry, e.g., retail, customer service] to contribute to [Company Name] as a [Job Title].

### **Education**

**[Your High School Name]**[City, State]  
[Month, Year] – [Expected Graduation Month, Year]

* GPA: [Your GPA if 3.0 or higher]

### **Relevant Coursework**

* [Course Name]
* [Course Name]
* [Course Name]  
  *Include courses that might be relevant to the job you are applying for.*

### **Work Experience**

**[Job Title, if any]**[Company Name, if any] – [City, State]  
[Month, Year] – Present

* [Brief description of what you've learned or responsibilities you've had, if any. For example, "Learned valuable customer service skills in a fast-paced environment."]

### **Volunteer Experience**

**[Role]**[Organization Name] – [City, State]  
[Month, Year] – Present

* [Describe what you did, e.g., "Assisted in organizing community events that improved local engagement."]

### **Extracurricular Activities**

* **[Activity or Club Name]**
  + [Detail any leadership roles held or skills developed, e.g., "Team captain, developed leadership and teamwork skills through sports."]
* **[Activity or Club Name]**
  + [Detail involvement and contributions]

### **Skills**

* **Communication:** Excellent verbal and written communication abilities.
* **Teamwork:** Proven teamwork skills, working effectively with others in groups and activities.
* **Time Management:** Skilled at managing school and volunteer commitments efficiently.
* **Technical Skills:** Proficient with [specific software, tools, or technologies relevant to the job or generally useful, like Microsoft Office or basic coding skills].

### **Awards and Recognitions**

* [Award Name], [Year]
* [Recognition Name], [Year]

### **References**

Available upon request.