

# High School Resume For First Job

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**[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.