horizontal line

**Teenager Resume With No Work Experience**

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

### **Objective**

Motivated and enthusiastic high school student seeking opportunities to utilize and enhance my skills and contribute positively. Eager to learn and grow in a professional environment, bringing a strong work ethic and commitment to excellence.

### **Education**

[High School Name], [City, State]  
Expected Graduation: [Month, Year]  
GPA: [Your GPA] (if 3.0 or higher)

### **Skills**

* Strong communication and interpersonal skills
* Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint)
* Ability to work well in teams and independently
* Excellent time management and organizational abilities
* Quick learner with a positive attitude towards new challenges
* Basic knowledge in [Any relevant subject or technology]

### **Extracurricular Activities**

[Activity or Club Name], [Position if applicable], [School Name], [Year(s) of Participation]

* Briefly describe your role and any achievements or responsibilities.

[Another Activity or Club Name], [Position if applicable], [School Name], [Year(s) of Participation]

* Briefly describe your role and any achievements or responsibilities.

### **Volunteer Experience**

[Organization Name], [City, State], [Year(s) of Participation]

* Describe your volunteer role, tasks, and any notable contributions or achievements.

[Another Organization Name], [City, State], [Year(s) of Participation]

* Describe your volunteer role, tasks, and any notable contributions or achievements.

### **Certifications**

* [Certification Name], [Issuing Organization], [Date Obtained] (if applicable)

### **References**

Available upon request. (Note: Choose individuals who can vouch for your character, skills, and abilities. Always ask for permission before listing someone as a reference.).