

RESUME BUILDER

(Grades 9-12)



NAME _____

PHONE _____

EMAIL _____

OBJECTIVE _____

EDUCATION

- High School Name: _____
Start Date: _____ - Present.
- GPA (optional): _____
- Honors & Awards, Date Received: _____

CLUBS & ACTIVITIES

- Club Name: _____
- Role (Member/Office Held): _____
- Dates: _____
- Describe involvement: _____

WORK EXPERIENCE

- Company: _____
- Title: _____
- Employment Period: _____
- Responsibilities & Accomplishments: _____

SPORTS, HOBBIES & INTERESTS

- Team Sports: _____
- Hobbies: _____
- Interests: _____

Kevin Brown

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Responsible and motivated high school senior looking to better my community by applying my education, skills and interests to a part-time position within the retail industry.

EDUCATION

Pine Tree High, Los Angeles – In Pursuit of High School Diploma

September 2016 – Expected Graduation: June 2020

- 3.3 GPA
- Multiple AP courses taken, including English, Physics and Biology
- Voted Class President, 2020

ACTIVITIES

Robotics Club – Member/Vice President

September 2018 – June 2019

- Led club to the 2019 Regional Championship.
- Oversaw all club special events and activities.
- Managed bi-monthly club meetings.
- Ambassador at Southern California regional meetings.

Career Fair Coordinator – Committee Member/Chair

September 2017 – June 2018

- Outreached and secured parent guest speakers for Career Fair.
- Organized event with peers and office staff.
- Led student volunteer meetings to prepare for Career Fair.
- Student attendance and participation increased 15% over last year.

WORK EXPERIENCE

Mac's Sub Shop

September 2018 – Present

- Greet customers upon entrance and distribute menu.
- Communicate daily specials to customer and encourage upselling.
- Complete customer orders through a robust point of sale system.
- Provide assistance to customers who need help with their food trays.

SKILLS

- Ability to type at 65 WPM with 95% accuracy.
- Proficient in Microsoft Word and Excel.
- Strong social media communication skills (Twitter, Instagram).
- Strong communication and leadership skills.
- Efficient in multi-tasking and organizing large events.

HOBBIES

- Bike riding on local trails.
- Catcher for school varsity baseball team.