**First Last Name**

High School Student

Your personal email │ (XXX) XXX-XXXX

**EDUCATION**

High School Diploma May YYYY

Agua Fria High School

YYYY – YYYY

Avondale, AZ

(If you attended more than 1 high school, please list them)

**WORK or VOLUNTEER EXPERIENCE**

Title

Name of organization

Dates

* Description of assigned duties or tasks
* Description of assigned duties or tasks
* Description of assigned duties or tasks

(List all)

**ACCOMPLISHMENTS**

Student Government (Sample)

Title

YYYY – YYYY

* Description of assigned duties or tasks
* Description of assigned duties or tasks
* Description of assigned duties or tasks

List sports or clubs you participated in

**SKILLS**

(Possible types of hard skills)

* Computer software knowledge
* Graphic design
* Marketing
* Project management
* Foreign Language

(Possible types of soft skills)

* Adaptability & Flexibility
* Communication
* Creativity
* Dependability
* Positivity
* Team work & collaboration
* Willingness to learn
* Work ethic