**FULL NAME**  
XX Sample Street, City, State ZIP   
Home no: (XXX) XXX-XXXX   
Mobile no: (XXX) XXX-XXX   
Email: email@address.com

**EDUCATION**

**High School Name**, City, State Currently in XX grade

* G.P.A. X.XX (unweighted)
* Courses: [only include if relevant to position you are applying to]

**WORK EXPERIENCE**

**Position Title**, Organization Name, City, State Month 20XX – Month 20XX

* Duty, responsibility, or accomplishment
* Duty, responsibility, or accomplishment
* Duty, responsibility, or accomplishment

**Position Title**, Organization Name, City, State Month 20XX – Month 20XX

* Duty, responsibility, or accomplishment
* Duty, responsibility, or accomplishment
* Duty, responsibility, or accomplishment

**VOLUNTEER EXPERIENCE**

**Position Title**, Organization Name, City, State Month 20XX – Month 20XX

* Duty, responsibility, or accomplishment

**SKILLS**

* **Skill:** Explanation and/or examples
* **Skill:** Explanation and/or examples
* **Skill:** Explanation and/or examples

**AWARDS, & CERTIFICATES**

* Award/Certification (20XX)
* Award/Certification (20XX)

**INTERESTS & ACTIVITIES**

* Activity (Month 20XX – Month 20XX)
* Activity (Month 20XX – Month 20XX)