

YOUR FULL NAME

Number and Street Name
Kingston, NY XXXXX (ZIP CODE)
(XXX) - XXX- XXXX
youremail@whatever.com

EDUCATION

Kingston High School

September 201__ - present

Grade Level, GPA ____

High School Diploma anticipated in June 20__

High School Awards and Honors

- ❖ Ex: Most Improved Student in Global History
- ❖ Ex: High Honor Roll

Month Year

Month Year

EXTRACURRICULARS

Name of Club, Title of Position

Month Year - Month Year

Name of Sport Team, Title of Position

Month Year - Month Year

WORK & VOLUNTEER EXPERIENCE

Name of ORGANIZATION, CLUB or VOLUNTEER ACTIVITY

Month Year - Month Year

City, State

Title of Position

- Brief description of your responsibilities (in short, concise bullet points)
- Brief description of your responsibilities, you should have no more than 3 bullet points
- Brief description of your responsibilities, use resume action words to describe what you did

Name of ORGANIZATION, CLUB or VOLUNTEER ACTIVITY

Month Year - Month Year

City, State

Title of Position

- Brief description of your responsibilities (in short, concise bullet points)
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- Brief description of your responsibilities, use resume action words to describe what you did

INTERESTS

- ❖ List at least 3 specific interests that may be relevant

SKILLS

- ❖ Computer Skills: e.g. Microsoft 365 Applications, Google Drive, Sheets, Slides and other Google applications
- ❖ Social Media (list social media applications that you are well-versed in and can use in professional setting)
- ❖ Basic knowledge or familiarity with _____
- ❖ List characteristics (for example: Team player, personable and organized)