# Your Name

Phone Number | Email Address | City, State

### Objective

Motivated high school student with strong communication and time management skills. Looking for a part-time position to gain hands-on experience while helping customers and working as part of a team.

### Education

**Lincoln High School — Chicago, IL**  
Expected Graduation: June 20XX  
GPA: 3.4  
Relevant Coursework: Personal Finance, Introduction to Business, Speech and Communication

### Skills

* Friendly and professional with strong people skills
* Organized and able to follow directions
* Comfortable using Microsoft Word and Google Docs
* Speaks both English and Spanish
* Always on time and willing to learn

### Experience

**Dog Walker (Self-Employed)**  
*20XX – Present - Chicago, IL*

* Walked neighborhood dogs on weekends and after school
* Followed special care instructions and made sure pets stayed safe
* Managed weekly schedule and earned repeat clients

**Community Center Volunteer - West Side Youth Center**   
*June 20XX – August 20XX - Chicago, IL*

* Helped set up for events and handed out flyers
* Guided younger kids through arts and crafts activities
* Cleaned up spaces and restocked supplies

### Activities

* Member of school yearbook team (Photo Editor)
* Played on JV soccer team for two seasons
* Volunteer reader for elementary school literacy program

### Awards

* Principal’s Award for Community Service (20XX)
* 2nd Place – School Science Fair (20XX)

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