

HIGH SCHOOL RESUME

from Resume Genius

contact

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education

CLASS OF 2019, 3.8/4.0 GPA
Heritage High School
Charleston, SC

RELEVANT COURSEWORK

Intro to Business /
Entrepreneurship / Computer
Applications

awards

National Merit Scholarship Finalist
Academic Honor Roll

key skills

Spanish - Conversational



70+ WMP Typist



Google Suite



Customer Service



Project Planning / Budgeting



Public Speaking



career objective

Responsible and ambitious student (3.8/4.0 GPA) with excellent time management. Seeking to apply my customer service abilities and project/event planning skills to the Business Development summer internship at your company. Possess proven communication skills and strong work ethic that will aid your company in meeting its milestones.

volunteer experience

INFORMATION DESK ASSISTANT

MUSC Children's Hospital / 2018 - Present

- Greet hospital patients and visitors and provide guidance in finding the proper patient room, clinic, or various departments
- Process and distribute mail and newspapers to patient rooms
- Assist wheelchair-bound patients in reaching their desired destinations

VOLUNTEER

One80 Place Homeless Shelter / 2016 - 2017

- Organized a successful schoolwide canned food drive that collected 400+ cans in one month (November 2016)
- Assisted in biweekly meal preparation and lunch service on Saturdays
- Processed incoming food donations and organized food pantry, developing new system of grouping items by expiration date to reduce monthly food waste by 15%

extracurricula

- Model United Nations – President
- Student Council – Secretary
- National Honor Society
- Business Professionals of America

Dear Job Seeker,

If you're struggling to write your resume, **don't worry**.

Here's some other content that might help you finish your resume.

- [Free Resume Builder](#)
- [How to Write a Resume](#)
- [Resume Samples by Industry](#)

Also know that **you're also going to need a cover letter**.

- [Cover Letter Builder](#)
- [How to Write a Cover Letter](#)
- [Cover Letter Examples by Industry](#)