# Use this sample to create your résumé. Do not alter BOLD headings but make sure to edit/delete text to reflect your information. Resume should only be 1-page long. Preferred font is Arial or Times, size 10 or 12.

Jake Jaguar

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# OBJECTIVE

To demonstrate preparedness for high school graduation and entrance into a four-year university.

*(Your objective should be adjusted to reflect what you are trying to achieve (i.e. college, scholarship, job, etc.)*

# EDUCATION

## Segerstrom High School

## Anticipated Graduation Date: May 31, 2018

Current Total GPA: 3.57 (weighted)

Advanced Coursework Completed: AP World History, AP English Language, AP Literature, AP Macroeconomics

# SKILLS

## Computer: Proficient with Microsoft Word, Excel, and Powerpoint

Languages: Fluent in English and Spanish; proficient in French

Social Media: Created blog via WordPress focused on power of feminism

# WORK EXPERIENCE

*Subway Restaurant, Cashier (10th – 12th grade)*

* *Provide customer service and improved on interpersonal skills.*

# SCHOOL INVOLVEMENT & EXTRACURRICULAR INVOLVEMENT

*Arts and Crafts Club, Member (9th & 10th grade)*

* Attended monthly meetings; items were created to donate to children’s hospitals, women’s shelters, and other non-profit organizations.

*Associated Student Body, Treasurer (11th & 12th grade)*

* I take lead in keeping track of expenses and income generated from events.

# COMMUNITY INVOLVEMENT

*Delhi Community Center, Volunteered 200 hours (10th & 11th grade)*

* Tutored/mentored elementary school students three days a week during the summer. Duties included assisting with the completion of homework, participation in weekly art days, and assisting the director of activities as needed.

*Race for the Cure*. (9th – 12th)

* Helped raise $500 for the fight against cancer. Participant in annual marathon.

# AWARDS & SPECIAL RECOGNITIONS

Principal Honor Roll (9th-12th grade)

* Received certificate award at the end of each semester for earning a 4.0+ weighted GPA.

Outstanding Citizenship Award (9th, 11th grade)

* Awarded to students who earn “Outstanding” marks in citizenship in all classes.

Project SELF Internship (11th grade)

* One of 60 students selected across the school district to participate in a paid internship with a local law firm. I was placed at Jones & Morris LLP where I assisted with administrative duties (filed, answered phone calls, etc.)