

## **Jake Jaguar**

2301 W. MacArthur Blvd., Santa Ana, CA 92704

Phone: 714.241.5000 E-Mail: [joe.jaguar@gmail.com](mailto:joe.jaguar@gmail.com)

**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.**

### **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 (10<sup>th</sup> – 12<sup>th</sup> grade)*

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

### **SCHOOL INVOLVEMENT & EXTRACURRICULAR INVOLVEMENT**

*Arts and Crafts Club, Member (9<sup>th</sup> & 10<sup>th</sup> 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 (11<sup>th</sup> & 12<sup>th</sup> grade)*

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

### **COMMUNITY INVOLVEMENT**

*Delhi Community Center, Volunteered 200 hours (10<sup>th</sup> & 11<sup>th</sup> 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. (9<sup>th</sup> – 12<sup>th</sup>)*

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

### **AWARDS & SPECIAL RECOGNITIONS**

Principal Honor Roll (9<sup>th</sup>-12<sup>th</sup> grade)

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

Outstanding Citizenship Award (9<sup>th</sup>, 11<sup>th</sup> grade)

- Awarded to students who earn "Outstanding" marks in citizenship in all classes.

Project SELF Internship (11<sup>th</sup> 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.)