

First Name Middle Initial. Last Name

Street Address

City, NY zip code

Cell Phone number

Email address

OBJECTIVE: To obtain an internship in the field of

EDUCATION: **Wayne Central School District**, Ontario Center, NY
Anticipated Graduation Date: June 2023
Grade Point Average: 89% (include only if above an 85%)
Essential Courses....AP, IB, Gemini, Honors, PLTW, or
other courses directly related to your interests

SKILLS: Skill phrase 1
Skill phrase 2

WORK EXPERIENCE: **Company Name**, City, NY (Month year started - Month yr ended)
Job title

- Job responsibility 1
- Job responsibility 2
- Job responsibility 3

(*If you've had more than 1 job, list the most recent first)

VOLUNTEER WORK: **Company Name**, City, NY (Year started - Year ended)

- Responsibility 1
- Responsibility 2

(*If you've done more than 1 experience, list the most recent first)

INTERESTS & ACTIVITIES: School Club (years of participation)
School Team (years of participation)
Out of school club or group membership (years of participation)
(*List the most recent first)

AWARDS: List any HIGH SCHOOL awards or achievements you have received in academics or athletics, in or outside of school (year received)

COMPUTER SKILLS: List specific computer programs you are proficient in (i.e. Microsoft programs, Google Platform, Adobe, Autodesk/CAD programs)