

YOUR NAME

123 Your Street
Your City, ST 12345
(123) 000-0000
your.name@gmail.com

Seeking to secure a part-time job that allows me to gain valuable work experience while also providing an opportunity to contribute to a team.

EDUCATION

ABC High School, City, Country

Expected Graduation Date: 2025

GPA: 3.85

VOLUNTEER EXPERIENCE

- Volunteered at the local animal shelter for a total of 50 hours over the past two years, assisting with tasks such as feeding and caring for animals, cleaning cages, and interacting with visitors
- Participated in a community service project to beautify a local park, working with a team to plant flowers and clean up trash

EXTRACURRICULAR ACTIVITIES

Captain of the varsity basketball team (2020-2022)

Member of the school's debate team (2021-2022)

RELEVANT SKILLS

- Positive attitude and eager to learn
- Adaptable and able to handle multiple tasks and responsibilities
- Excellent teamwork and collaboration skills
- Strong work ethic and commitment to meeting deadlines

HARD SKILLS

Microsoft 365

Google Workspace

Research

Social media

Content creation

LANGUAGES

Fluent in Hindi

Proficient in Spanish

HONORS & AWARDS

National Honor Society

Academic All-Star Award

Perfect Attendance Award