

Jane Doe

1234 Main St, Somewhere, CA

Mobile: 213-321-1234 | jane.doe@gmail.com

EDUCATION

Somewhere High School

Somewhere, CA, 2025

GPA: Weighted: 4.5 / Unweighted: 4.0 ■ **SAT:** 1550

EXPERIENCE

The Math Lab

Somewhere, CA

Peer Tutor

2023 – Present

- Raise SAT scores for 45 struggling students by 100–200 points over a 6-week timeframe
- Assess students and develop personalized curriculum to help student achieve their goals
- Train 5 new employees on job essentials: best practices, project management, and procedures

Musicmania Project

Somewhere, CA

Graphic Designer

2022 – Present

- Create 1 social media post per week using Canva, increasing engagement to 1500+ participants
- Design a personalized music curriculum for students to hone technique and performance skills

Free Tutoring Center

Somewhere, CA

Recruitment Officer

2022 – Present

- Administrate company outreach, advertisement, and client expansion to 500+ active users
- Overcome language barriers to guide 2 ESL students toward unique writing and speaking goals

Somewhere High School Varsity Orchestra

Somewhere, CA

Section Leader & Cellist

2021 – Present

- Lead section as both principal and member through 3x UIL sweepstakes and 2024 Midwest Clinic qualification
- Pioneer a 2x CHS finals wins at the UIL State Ensemble Competition

AWARDS/HONORS

American Protégé International Piano and Strings Competition

Earned various 1st place, 2nd place, and 3rd place awards and performed solos at Carnegie Hall.

Scholastic Art and Writing Competition

Earned 3x Gold Keys for critical essay writing, and 2x honorable mentions for poetry.

ADDITIONAL SKILLS

Proficient in Canva, Microsoft 365, and Java Coding, 12+ years of piano solo/ensemble performance, Spanish, Cantonese, and Mandarin as second languages, PADI Scuba Diving Certification, extensive knowledge of 1940's jazz through 4 years of self-study