**HIGH SCHOOL STUDENT NAME**

High.School.Resume@email.com | 205-555-1234

**EDUCATION Washington High School**, Columbia, AL, May 20XX

**GPA**:

**EXTERNSHIP Job Shadow**, December 20XX

*Certified Public Accountant*, ABC Firm, Birmingham, AL

* Shadowed certified public accountant for one week
* Discussed tax and audit responsibilities to have a better understanding of the differences
* Observed staff meetings and to learn accounting terminology and best practices

**WORK Team Member**, September 20XX - Present

**EXPERIENCE** *Baltic Ave. Bistro*, Tuscaloosa, AL

* Maintain awareness of all promotions and advertisements in order to increase sales
* Tender and maintain all cash at registers accurately and efficiently
* Communicate customer requests to management
* Keep orderly appearance of register area and supplies stocked to maintain professionalism

**Student Assistant**, January 20XX - August 20XX

*Washington High School*, Columbia, AL

* Answered phones, filed paperwork, and assisted office staff to ensure office efficiency
* Ran errands for teachers and staff and delivered messages between office and classrooms
* Maintained confidentiality of student record information

**LEADERSHIP Student Government Association (SGA) Vice-President**, August 20XX – May 20XX

*Washington High School*, Columbia, AL

* Presided over all meetings of Student Body and Student Council with President, and ensured students’ concerns were heard
* Ensured the execution of current procedures and newly established reforms

**ACTIVITIES** Member, Key Club, August 20XX-Present

High School Organization August 20XX – May 20XX (*can list high school activities on a resume as a freshman in college. Replace these with college activities by sophomore year.)*

**SKILLS** Microsoft Office Suite (Word, Excel, PowerPoint), Photography, Conversational Spanish,

**COMMUNITY** Habitat for Humanity, December 20XX

**INVOLVEMENT** Temporary Emergency Services, May 20XX-August 20XX

**HONORS AND** National Honor Society, Academic Honor Roll

**AWARDS**