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| HIGH SCHOOL RESUME  BY RESUME GENIUS | |
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| |  |  | | --- | --- | |  | | |  | **CAREER OBJECTIVE** | |  | | | Responsible and ambitious student (3.7/4.0 GPA) with excellent time management and customer service abilities. Seeking to apply my expertise in project and event planning to the Business Development summer internship at your company. Possess proven communication skills and a strong work ethic that will aid your company in meeting its milestones and goals. | | |  | | |  | **VOLUNTEER EXPERIENCE** | |  | | | **INFORMATION DESK ASSISTANT**  MUSC Children’s Hospital, Saint Paul, MN | August 2020–Present | | | * Greet an average of 100+ hospital patients and visitors daily, providing guidance in finding patient rooms, clinics, or departments * Process and distribute mail, newspapers, and personal packages to patient rooms * Help disabled patients reach their destinations * Provide patients with encouragement and support through interacting with them daily | | |  | | | **VOLUNTEER ASSOCIATE**  One80 Homeless Shelter, Saint. Paul, MN | April 2020-October 2020 | | | * Organized a schoolwide canned food drive that collected 400+ cans in one month (November 2018) * Assisted in biweekly meal preparation and lunch service on Saturdays * Processed incoming food donations and organized the food pantry, developing a new system of grouping items by expiration date to reduce monthly food waste by 15% * Increased monthly food donations by 10% through working with local restaurants and grocery stores to donate soon-to-be expired food | | |  | | | |  |  | | --- | --- | |  | | |  | **CONTACT** | |  | | | **Phone**  (651) 563-8712 | | | **Email**  your.email@gmail.com | | | **LinkedIn**  linkedin.com/in/your.profile/ | | |  | | |  | **EDUCATION** | |  | | | **Heritage High School**  **Charleston, SC | May 2022**  **Relevant Coursework:** Intro to Business, Entrepreneurship, Computer Applications, Intro to Ethics, Business Management | | |  | | |  | **RELEVANT SKILLS** | |  | | | Spanish – Conversational | | | 90+ WMP Typist | | | Google suite | | | Microsoft suite | | | Customer service | | | Project planning & budgeting | | | Public speaking | | | Interpersonal skills | | | Oral and written communication | | |  | | |
| **Logo  Description automatically generated**  **Dear Job Seeker,**  Creative and unique, the Stylish resume template features pastel highlights and icons that make each section of your resume stand out.  This template splits the skills section into two parts so you can emphasize your most relevant hard and soft skills. That formatting makes this template perfect if you’re writing a [resume with no experience](https://resumegenius.com/blog/resume-help/resume-with-no-experience).  We suggest using the Stylish resume template to apply for [secretarial](https://resumegenius.com/resume-samples/secretary-resume-example) or [teaching](https://resumegenius.com/resume-samples/teacher-resume-example) jobs.  If you’re still struggling to write your resume, here are some free resources to help you put together a resume that shows employers you’re the right person for the job:  ·     [Free Resume Builder](https://resumegenius.com/?utm_source=Word_Doc&utm_medium=Resume_Builder_Link&utm_campaign=RG_Downloads)  ·     [How to Write a Resume](https://resumegenius.com/blog/resume-help/how-to-write-a-resume)  ·     [Resume Samples by Industry](https://resumegenius.com/resume-samples?utm_source=Word_Doc&utm_medium=Resume_Samples_Link&utm_campaign=RG_Downloads)  Once you have a great resume, you’ll need to pair it with a convincing cover letter. Luckily, we’ve got you covered there as well. Here are a few resources to help you write a cover letter that gives your application the boost it needs to land you an interview:  ·     [Cover Letter Builder](https://resumegenius.com/cover-letter-builder?utm_source=Word_Doc&utm_medium=Cover_Letter_Builder_Link&utm_campaign=RG_Downloads)  ·     [How to Write a Cover Letter](https://resumegenius.com/cover-letters-the-how-to-guide?utm_source=Word_Doc&utm_medium=Cover_Letter_Guide_Link&utm_campaign=RG_Downloads)  ·     [Cover Letter Examples by Industry](https://resumegenius.com/cover-letter-examples?utm_source=Word_Doc&utm_medium=Cover_Letter_Examples_Link&utm_campaign=RG_Downloads)  Best regards,  Shape  Description automatically generated with medium confidence  **IMPORTANT:** To delete the second page, right-click on the page and click “Delete Rows” | | |