**<First Name Last Name>**

<Street Address, Apartment Number>

<City, State Zip Code>

<Email Address> · <Phone Number>

**Education**

**<***High School*> <City, State>

<Type of Diploma> Expected Class of <Year>

* Overall GPA: <Insert GPA>
* Computer Business Institute
* Relevant courses: <Insert honors courses, AP courses, or relevant electives here>
* <Insert any school-based awards – Honor Roll, Perfect Attendance, etc. here. Feel free to add more bullets if necessary.>

**Extracurricular Activities**

*<Team/Organization/Club/Group>* <City, State>

<*Position>* <Date> - <Date>

* <Insert description of responsibilities here. If this was a leadership position, make sure to include the leadership responsibilities (for example, recruiting new members, organizing events, etc) that you were tasked with.>

*< Organization/Club/Group>* <City, State>

<*Position>* <Date> - <Date>

* <Insert description of responsibilities here.>

**Community Service Activities**

* *< Event Name>* <Month Year>
* *< Event Name>* <Month Year>

**Skills**

* <Insert any relevant computer skills here (Microsoft Word, PowerPoint, Excel, any programming/design skills, etc).>
* <Insert any language skills here.>
* <Insert any other skills that would be relevant to employers here.>

**Internships or Work Experience**

<*Company Name*> <City, State>

<*Position>* <Date> - <Date>

* <Insert description of your responsibilities at this position here. If you are still working here, make sure to write in present tense. If you are no longer working here, write in past tense. Do not write more than 3 (but preferably 1-2) bullets for each position.>

<*Company Name*> <City, State>

<*Position>* <Date> - <Date>

* <Insert description of your responsibilities here.>

**References**

*Available upon request*