**Sample High School Resume**

Use 18-20 Point, Bold for name; 11-12 Point for contact; 10-12 Point for body

Jane Freshman

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# EDUCATION

**Heights High School,** Houston, TX Expected June 2020

**Awards:** National Honor Society, National Merit Scholar

**GPA:** 3.8/4.0

# RELEVANT COURSEWORK

Urban Studies, Legal History, Policy Studies, Statistics

# EXPERIENCE

**Houston Giving Campaign**, Houston, TX November 2018- April 2019 Class of 2019 Co-Chair

**To write bullets:** Action Verb + Core Content + Result, Purpose, or Impact

* Led freshman team in soliciting donations for annual giving campaign
* Trained 12 members from the freshman class in fundraising activities, and set and monitored individual and team goals to raise $1,250 for Public Service Center
* Organized a week-long schedule for 12 team members to staff a booth
* Achieved 31% participation within the freshman class, higher than that of sophomores and juniors

**High School Newspaper,** Houston, TX August 2017 - May 2018 Chief Editor

* Produced weekly newspaper with full responsibility for proofreading all content prior to publication and authoring two to three articles per issue
* Trained and oversaw staff of 14, leading weekly meetings and offering continuous support regarding content and page design

Right flush dates

* Collaborated with adviser to plan each issue, including production calendar
* Developed programs that increased circulation by 6% and tracked progress

**Tutor,** Houston, TX January - May 2017

* Provided weekly, individual instruction to 5 students in advanced algebra
* Students’ grades increased overall by 20% at end of semester

# ACTIVITIES AND AWARDS

**National Honor Society,** Houston, TX August 2019 - June 2020 Treasurer

**Organization Name,** Houston, TX August 2018 - May 2019 Volunteer

# SKILLS

Computer: Microsoft Word, PowerPoint, Excel, MatLab

Languages: Basic Spanish

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