

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

- 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

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

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
- 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

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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

