



LHS 11th/12th Grade Resume Template

Your Name

Your Address

Your Phone Number

Your Email (Make sure it is professional)

Objective Statement (What is your goal? Think about whom you are giving the resume to, and what you want to achieve with it!)

Education (list the high school/s that you have attended and the years)

- Date you will receive your diploma
- Interesting/Related course work

Work Experience/Employment History

- Current or most recent position
- Continue listing pertinent work experience

Activities & Associations

- Programs (Gear Up MA College Readiness Program!!!)
- Organizations
- Associations
- Student government
- Sports
- Clubs

Community Service

- Volunteer Work

Special Skills

- Foreign language
- Typing
- Computer/Software
- Any other skills that "fit" the specific goal that you are aiming for

Honors & Awards (formal recognition you've received)

- Professional
- Academic (Honor Roll, etc.)
- Community

JOE SMITH
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Lawrence, MA, 01843
(978) 722-8400
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EDUCATION:

2010-Present	Health and Human Services High School	Lawrence, MA
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- GPA: 2.85
- Expected Graduation year: 2014

HONORS AND AWARDS:

2010-2011	Honor Roll	Lawrence, MA
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2013-Present	Honor Roll
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2010-Present	Varsity Letters
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INTERESTS/ACTIVITIES:

2012-Present	Student Council (Treasurer)	Lawrence, MA
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2013-Present	JROTC (Junior Reserve Officers' Training Corps)
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2010-Present	Varsity Sports
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- Volleyball
- Track and Field
- Tennis

2012-Present	MIT/SEED Academy	Cambridge, MA
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(Year-round program)

- Seed Academy is an academic enrichment and career exploration program for promising local public high school students who want to build critical academic skills, while exploring careers in engineering, math, science and technology.

2013-Present	GEAR UP (College Readiness program)	Lawrence, MA
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- GEAR UP stands for Gaining Early Awareness and Readiness for Undergraduate Programs. It is a new national initiative to encourage more young people to have high expectations, stay in school, study hard and take the right courses to go to college.

2011-2013	Nobles and Greenough's Upward Bound	Dedham, MA
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(Summer and year-round program)

- Upward Bound is a six-week residential program, serving 50 high school students from the city of Lawrence with promising academic records and a desire to improve their future prospects.

WORK EXPERIENCE:

2011-2013	School Internship (Counselor Assistant)	Lawrence, MA
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- Organizing cabinets
- Filing documents
- Set up appointments by phone and took messages

VOLUNTEER:

Summer 2012	Community Service	Roxbury, MA
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- Made blankets and prepared houses for the homeless

2011-Present	Soup Kitchen
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- Served food to STDs patients at the Community Servings
- Served food to the homeless at the Cor Unum center

Fall 2011	Bread and Roses strike	Lawrence, MA
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- Commemorate the 100th anniversary of the Bread and Roses Strike

Fall 2013	Boston Breast Cancer Walks	Boston, MA
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- A walk to honor breast cancer survivors and raise breast cancer awareness

COMPUTER SKILLS:

Proficient in Microsoft Word, Excel and PowerPoint programming

LINGUISTICS:

Bilingual: Fluent in English and Spanish