**HIGH SCHOOL STUDENT RESUME**

Zoe Applicant

555 Main Street

Jacksonville, FL 33333

(123) 456-7890

zoe.applicant@email.com

**Summary**

Bringing energy, enthusiasm, and problem-solving skills to any position

High-achieving student-athlete seeking an entry-level position in retail sales.

**Key Skills**

* Distance runner with a strong work ethic
* Problem solver
* Leadership experience
* Fast learner

**Education**

BEACH HIGH SCHOOL, Jacksonville, FL

Diploma expected 20XX

**Awards & Honors**

* Honor Roll, each of first three years of high school
* Second-place award in Duval County Literary Criticism Essay Contest

**Skills & Certifications**

* Microsoft Office Suite
* Adobe Creative Suite
* CPR
* PADI (scuba diving)

**Activities**

* Three-year member of the cross-country team, co-captain as a junior
* Three-year member of track & field team with fourth year projected
* Three-year member of the school newspaper staffs entertainment editor as a junior
* Two-year member of the school’s Gay-Straight Alliance (GSA)

**Professional Experience**

**CITY OF JACKSONVILLE BEACH, Jacksonville Beach, FL, LIFEGUARD (June 20XX—Present)**

* Monitor beaches and respond to swimmers or beachgoers in need of assistance.

**JONES FAMILY, Jacksonville, FL, BABYSITTER (February 20XX—Present)**

* For more than three years, have regularly cared for three children aged 4-11 when parents are away.