**NO EXPERIENCE RESUME FOR HIGH SCHOOL STUDENT**

Anna James

63 Garden Court

Toronto, ON

123-456-789

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**Education**

20XX – 20XX

Toronto, ONToronto High School

Ontario Secondary School Diploma

**Additional Skills & Interest**

* Proficient in Microsoft Office – Word, PowerPoint, and Excel
* Strong interpersonal and leadership skills
* Powerful oral communication skills, particularly in group settings
* Strong time management skills
* Excellent time management skills

**Work Experience**

**20XX – 20XX, Toronto, ONBuild Site Volunteer | Habitat for Humanity GTA**

* Assist with the construction of over a dozen homes in the Toronto area
* Coordinate with others on a team to complete projects in a timely manner
* Perform various construction jobs, including framing, siding, painting, and finish work

**20XX – 20XX, Toronto, ONStudent Vice President | Toronto District School Board**

* Prepared meeting agendas with the President
* Facilitated discussion at meetings and mediated disputes
* Worked with the President and Treasurer to prepare calendars

**20XX – 20XX, Toronto, ONAssistant Summer Camp Volunteer | High Park Nature Centre**

* Assisted with presentation of outdoor nature interpretation programs
* Cleaned and maintained the Nature Centre
* Fed and cared for amphibians and reptiles at the Nature Centre