**HIGH SCHOOL STUDENT RESUME**

Steven Student

123 Forest Street, Charleston, WV 25329

Cell: (123) 555-5555

steven.student@email.com

**Qualifications**

Highly focused and responsible high school student guaranteed to contribute strongly within a customer service role requiring enthusiasm, charismatic communications skills, and an exemplary work ethic.

* Communications: Convey information persuasively both orally and in writing. Facility for building positive relationships with others with humor, helpfulness, and cultural sensitivity.
* Teamwork: Able to apply lessons learned as a lettered student athlete to motivate and support all team members in assigned tasks and projects.
* Mathematics: A+ math student, with ability to use superb mental math skills to ensure accuracy in order processing, cash handling, and credit transactions.
* Technical Proficiencies: Solid command of Microsoft Office Suite (Word, Excel, PowerPoint) and of social media. Swift learner, easily mastering new software systems.

**Education**

George Washington High School, Charleston, WV; 3.75 GPA

Honor Roll, National Honor Society, Co-Captain, Boys Swim Team; Debate Team; Math Club; Student Math Mentor

**Experience Highlights**

**Steve’s Lawncare Services, Charleston, WV, Gardener, June 20XX to Present**

* Provide ongoing lawncare services to 25+ regular clients.
* Communicate with customers to schedule services and define requirements; mow, weed, and rake lawns and gardens and shovel snow.
* Built a lasting clientele through word-of-mouth referrals from satisfied customers.

**Habitat for Humanity, Charleston, WV, Volunteer, June 20XX to Present**

* Team with fellow church youth group members to contribute to Habitat for Humanity projects. Work on construction teams to erect new housing for low-income families.
* Conceptualized and coordinated fundraising Christmas bazaar that raised over $5K for organization.