

Your Name

City, State Abbreviation Zip Code | (123) 456-7890 | email@example.com | LinkedIn | Portfolio

Objective

- Enthusiastic high school junior with a proven track record in communication and leadership, seeking a seasonal customer service position. Over two years of experience supporting library operations, managing key student council activities, and leading a varsity soccer team. Eager to bring organizational and public speaking abilities to a dynamic customer service environment.

Education

- High School Diploma | DIMOND HIGH SCHOOL, Anchorage, AK | expected June 2025
- GPA: 3.8

Awards

- Honor Roll, 2021 – 2023
- Best Defensive Player, Lady Lynx Varsity Soccer Team, 2023

Key Skills

- Communication
- Event planning
- Fundraising
- Leadership
- Organization
- Public speaking
- Teamwork

Volunteer Experience

LIBRARY VOLUNTEER | ANCHORAGE PUBLIC LIBRARY, ANCHORAGE, AK | OCTOBER 2021 – 2023

- Supported library staff in cataloging and organizing books and media
- Helped an average of 30 visitors per week use the library's catalog system and resources
- Assisted the lead librarian with the planning and set up of one event per month, including book fairs and reading clubs
- Conducted more than 20 interactive story-time sessions for preschoolers
- Maintained a quiet and orderly environment for patrons
- Digitized over 2,000 historical documents and photographs

Extracurricular Activities

STUDENT COUNCIL REPRESENTATIVE | DIMOND HIGH SCHOOL | NOVEMBER 2022 – PRESENT

- Voice the concerns and ideas of over 200 students
- Assist in planning and organizing four major school events each year
- Fundraised over \$5,000 for school programs so far

TEAM CAPTAIN | LADY LYNX VARSITY SOCCER TEAM | AUGUST 2022 – PRESENT

- Lead 21 players as team captain through effective communication, strategy sessions, and morale-building activities
- Promote teamwork and sportsmanship among peers
- Practice and compete in at least 10 regional soccer matches per year