Your Name



City, State Abbreviation Zip Code | (123) 456-7890 | [email@example.com](mailto: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* Digitized over 2,000 historical documents and photographs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