

[Sample: *High School – Limited Experience*]

Anna Smith

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Objective To gain a summer internship at XYZ Company

Education **Hillcrest High School**, Hazel Crest, IL, Graduated June 2013
Honor Roll (Fall & Spring 2011-2013); GPA 3.45/4.0

Coursework

Honors Biology	Algebra	Keyboarding I, II
Chemistry	Economics/Business	Journalism
Spanish I-IV	Honors English	College Prep

Work Experience **Target**
Matteson, IL, October 2011-Present

- Assist manager in rotating stock on floor to better market products.
- Listen to customer concerns and helped to resolve any conflicts.
- Explain return policies and layaway plans to gain new customers.
- Check all tags on merchandise to ensure accurate pricing.

Volunteer Experience **Paws Animal Hospital**
Frankfort, IL, September 2010-Present

- Walk and feed all shelter dogs as needed to keep animals healthy.
- Play with all pets as directed to prevent depression and anxiety.
- Talk to customers during morning animal drop-off about pet needs.

School/Community Projects **Math/Science Tutor**
Hillcrest High School, Hazel Crest, IL, 2010-2013

- Actively involved in helping other students with mathematical problems through individual sessions.
- Provided assistance in other subjects such as Biology and Chemistry.

Snowball Weekend
Hillcrest High School, Hazel Crest, IL, December 2009 & 2010

- Teamed with other students to present a skit on drug-prevention.
- Assisted in preparation, set-up, and clean-up for all weekend activities.

Activities **Student Council Member**, 2011-2013
Track Team, Fall & Spring 2010-2012
Softball Team, Spring 2009 & 2010

Languages Conversational Spanish

Skills MS Word & PowerPoint; Mac & PC