

[Your Name]

[City, State] • [Phone Number] • [Email Address] • [LinkedIn or Portfolio Link]

Objective

Motivated high school student seeking internship opportunities to develop professional skills and gain real-world experience. Eager to contribute a strong work ethic, adaptability, and enthusiasm to a dynamic team.

Education

High School Name City, State Expected Graduation: [Month, Year]

- GPA: [Your GPA]
- Honors, AP, or Relevant Coursework: [e.g., AP Biology, Honors English]

Internship Experience

[Internship Position Title] â€” [Company/Organization Name]
[City, State] [Start Date] â€” [End Date]

- Describe your responsibilities and achievements (e.g., Assisted marketing team with social media campaigns).
- Use action verbs and numbers if possible (e.g., Organized files for 200+ clients).

Extracurricular Activities

[Activity Name] â€” [Your Role]
[Club or Team] [Year(s) of Involvement]

- Highlights or your contributions.

Skills

[Skill 1]

[Skill 2]

[Skill 3]

[Skill 4]

Awards & Certifications

- [Award or Certificate Name], [Year]

References

Available upon request.