

[Your Full Name]

Email: [your.email@email.com]

Phone: [Your Phone Number]

City, State

OBJECTIVE

Motivated high school student seeking an internship opportunity to apply skills and gain hands-on experience in a professional environment.

EDUCATION

[High School Name] – [Expected Graduation Year]

GPA: [Your GPA]

EXPERIENCE

Volunteer, [Organization Name] [Month Year – Month Year]

[Location]

– Briefly describe your role and achievements.

Club Member, [Club Name] [Month Year – Present]

[Location]

– Briefly describe your involvement or leadership.

SKILLS

Communication

Teamwork

Microsoft Office / Google Workspace

[Add relevant skill]

EXTRACURRICULAR ACTIVITIES

Member, [Sports Team/Club Name] ([Year – Year])

Participant, [Competition/Event Name] ([Month Year])

AWARDS & HONORS

[Award Name], [Year]

[Honor Name], [Year]