

(Sample High School Diploma Resume)

Name

Street, City, State, Zip
Home Phone, Cell Phone, Email

OBJECTIVE

Seeking full-time retail sales position

SUMMARY OF QUALIFICATIONS

Excellent team player who excels in group situations
Quick learner, open and willing to learn new skills
Enthusiastic, motivated, reliable, outgoing
Upbeat and positive attitude

EDUCATION

High School Diploma, South High School, Worcester, MA

HONORS AND DISTINCTIONS

Achieved Certificate of Accomplishment for 200 hours of Volunteer Service at Memorial Hospital
Earned Certificate of Achievement for Outstanding Performance in Math, 2011
Earned Certificate for Best Team Player on South High Varsity Soccer Team

WORK HISTORY

Clerical Assistant, *Girls Club of America*, Worcester, MA, Summer 2008 – Present

- Maintained agency files; file documents as necessary.
- Generate, copy, and/or distribute reports
- Enter information on an Excel spreadsheet
- Open, sort, and distribute mail
- Communicate with customers via phone, email, or fax, as necessary

Baby-sitter, *Eco Day Care Facility*, Worcester, MA, 2006-2007

- Provide quality care to newborns and young children up to 6 years of age
- Maintained files and reports on all attendees
- Coordinated work schedules and payroll distribution

COMMUNITY SERVICE

Participated in service-learning projects through Doherty High School
Created holiday food baskets for Friendly House
Earth Day clean-up through the Regional Environmental Council

SKILLS

Computer literate in Microsoft
Fluent Spanish

INTEREST

Basketball
Hiking
Reading
Science

References furnished upon request