

Got it — here's a **general-purpose 500-word resume** that isn't based on your specific experiences. This version can be used as a customizable template for a high school student or recent graduate applying for internships, part-time jobs, or leadership opportunities:

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**[Your Full Name]**

[Your Address] • [Your Email] • [Your Phone Number] • [LinkedIn or Portfolio, if any]

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**Objective**

Enthusiastic and responsible high school student with strong academic performance, excellent communication skills, and a willingness to learn. Seeking an opportunity to gain hands-on experience in a dynamic environment where I can contribute to team goals, develop new skills, and grow professionally.

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**Education**

**[Your High School Name]** — [City, Province]

*Expected Graduation: [Month, Year]*

- GPA: [Your GPA, if above 3.0 or 80%]
  - Relevant Courses: English, Mathematics, Business, Computer Science, Communications Technology
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**Skills**

**Technical Skills:**

- Microsoft Word, Excel, PowerPoint
- Google Docs, Sheets, Slides
- Basic programming (Python, HTML/CSS)
- Email communication and file organization

**Soft Skills:**

- Time management
  - Strong work ethic
  - Attention to detail
  - Verbal and written communication
  - Team collaboration
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## Work/Volunteer Experience

### Customer Service Assistant (Volunteer)

[Organization Name] — [City, Province]

*Month Year – Month Year*

- Greeted and assisted customers during community events
- Managed registration and handed out materials
- Helped keep event space clean and organized

### Peer Tutor (Volunteer)

[School Name or Program] — [City, Province]

*Month Year – Month Year*

- Helped fellow students with math and science homework
  - Provided one-on-one and small group support
  - Improved student understanding and confidence in subject material
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## Extracurricular Activities

### Student Council Member

*Year – Year*

- Attended regular meetings and represented student voice in school decisions
- Assisted with planning school dances, spirit days, and fundraising events

**[Club Name] Member**

*Year – Year*

- Participated in group activities and attended regular meetings
  - Engaged in school or community initiatives to promote a shared goal
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**Achievements**

- Honor Roll, [Year(s)]
  - Perfect Attendance Award, [Year]
  - Completed [Certificate Course] (e.g., First Aid, WHMIS, Food Handling)
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**Languages**

- English (Fluent)
  - [Other Language] (e.g., French – Intermediate)
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**Interests**

- Reading and writing
  - Coding and technology
  - Volunteering and community service
  - Sports and fitness
  - Graphic design or digital media
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**References**

Available upon request.

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