Jane Doe 12 Snelling Avenue St. Paul, Minnesota 55116 (651) 555-1111

jane.doe@spps.org

Education Highland Park Senior High, class of 2024 (3.8 GPA)

Experience

St. Paul Public Library—University Branch (June 2019-present)

- Maintained library database on checked-out materials.
- Coordinated volunteer program for Story Time.
- Organized card catalog to incorporate new materials.

National Honor Society (2003-present)

Participated in several volunteer activities, including: building a house for Habitat for Humanity (50 hours), collecting food for the St. Paul Food Shelf (80 hours), and organizing the Honor Society Induction Ceremony.

Activities

- National Honor Society (2020-present)
- French Club President (2021-present)
- Cross Country (2018-present)
- Piano lessons (10 years)

Awards

- A Honor Roll, 8 quarters
- Outstanding French Student, 2021
- Volunteer of the Year, 2022

References

Available upon request