

Your Name

Your Address
Your Phone Number
Your Email

SUMMARY I am a junior at Palo Alto High School looking for a part time job while in school. I am responsible, punctual, and very dependable.

EDUCATION *Palo Alto High School*
50 Embarcadero Rd, Palo Alto, California 94301
Cumulative GPA: 3.7/4.0
Expected Graduation: 2016

WORK EXPERIENCE

- The Sweet Spot: Sales Associate Summer 2014
Duties: Worked the cash register,
Maintained clean restaurant,
Handled money transactions,
Provided fast quality customer service

VOLUNTEER WORK

- Hope Chapel Child Care Provider 20012-20013

EXTRACURRICULAR ACTIVITIES

- Enrolled in M.H.S. Concert Band 2011-2012
- Piano lessons 2011-2012

AWARDS / HONORS

- Selected for National Honors program 2011-Present
- Honor Roll recipient 2007-2011
- Perfect attendance 2008-2009

SKILLS & ABILITIES

- Enrolled in Graphics / Art class
- Enrolled in Spanish II
- Can type 64 words per minute
- Technical literacy
- Trustworthy individual

REFERENCES AVAILABLE UPON REQUEST