

ABHISHEK P

Engineering graduate.

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EDUCATION

Name of High School

📅 September 2022 - Current
📍 City, State

SKILLS

Leadership
Communication
Problem-solving
Time Management
Analytical Thinking
Microsoft Office (Word, Excel)
Conflict Resolution

AWARDS & ACHIEVEMENTS

Who's Who Award in English

Name High School - Grade 9
📅 MONTH 20XX

A-Honor Roll Student

Borcelle High School - Grade 9
📅 MONTH 20XX

WORK EXPERIENCE

Company, Location – Job Title

MONTH 20XX - PRESENT

- Focus on your contributions, not your responsibilities. For example, "Reduced guest wait time by 5-7 minutes by restructuring table assignments in the restaurant."
- Start your job description bullet points with active verbs rather than personal pronouns.

VOLUNTEER WORK

Company, Location – Volunteer Title

MONTH 20XX - PRESENT

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Company, Location – Volunteer Title

MONTH 20XX - PRESENT

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EXTRACURRICULAR ACTIVITIES

MONTH 20XX

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