

45 Winfield Dr.   
Charleston, SC 90764

HIGH SCHOOL RESUME

from Resume Genius

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contact

career objective

Responsible and ambitious student (3.8/4.0 GPA) with excellent time management. Seeking to apply my customer service abilities and project/event planning skills to the Business Development summer internship at your company. Possess proven communication skills and strong work ethic that will aid your company in meeting its milestones.

* Greet hospital patients and visitors and provide guidance in finding the proper patient room, clinic, or various departments
* Process and distribute mail and newspapers to patient rooms
* Assist wheelchair-bound patients in reaching their desired destinations

VOLUNTEER  
*One80 Place Homeless Shelter / 2016 - 2017*

volunteer experience

INFORMATION DESK ASSISTANT   
*MUSC Children’s Hospital / 2018 - Present*

education

CLASS OF 2019, 3.8/4.0 GPA  
*Heritage High School  
Charleston, SC*

**RELEVANT COURSEWORK**Intro to Business / Entrepreneurship / Computer Applications

Academic Honor Roll

awards

National Merit Scholarship Finalist

Project Planning / Budgeting

Customer Service

Spanish - Conversational

Public Speaking

Google Suite

key skills

70+ WMP Typist

* Organized a successful schoolwide canned food drive that collected 400+ cans in one month (November 2016)
* Assisted in biweekly meal preparation and lunch service on Saturdays
* Processed incoming food donations and organized food pantry, developing new system of grouping items by expiration date to reduce monthly food waste by 15%

extracurriculars

* Model United Nations – President
* Student Council – Secretary
* National Honor Society
* Business Professionals of America

Dear Job Seeker,

PLEASE note that you \*must\* install the font files to make this resume template work. It’s very simple to do – **just follow the instructions in the “Read Me” file in the Zip file you downloaded this template from.**

If you’re struggling to write your resume, **don’t worry.** You’re in good company – everyone struggles with it. For a high quality resume that will land you employment, we recommend [consulting the certified experts at Resume Writer Direct](https://resumewriterdirect.com/?utm_source=Word_Doc&utm_medium=RWD_Link&utm_campaign=RG_Downloads).

Or, here’s some other content that might help you finish your resume.

* [Free Resume Builder](https://resumegenius.com/?utm_source=Word_Doc&utm_medium=Resume_Builder_Link&utm_campaign=RG_Downloads)
* [How to Write a Resume](https://resumegenius.com/how-to-write-a-resume?utm_source=Word_Doc&utm_medium=How_to_Write_Resume_Link&utm_campaign=RG_Downloads)
* [Resume Samples by Industry](https://resumegenius.com/resume-samples?utm_source=Word_Doc&utm_medium=Resume_Samples_Link&utm_campaign=RG_Downloads)

Oh, and by the way, **you’re also going to need a cover letter.**

* [Cover Letter Builder](https://resumegenius.com/cover-letter-builder?utm_source=Word_Doc&utm_medium=Cover_Letter_Builder_Link&utm_campaign=RG_Downloads)
* [How to Write a Cover Letter](https://resumegenius.com/cover-letters-the-how-to-guide?utm_source=Word_Doc&utm_medium=Cover_Letter_Guide_Link&utm_campaign=RG_Downloads)
* [Cover Letter Examples by Industry](https://resumegenius.com/cover-letter-examples?utm_source=Word_Doc&utm_medium=Cover_Letter_Examples_Link&utm_campaign=RG_Downloads)