



College Preparation Toolkit

Sample High School Resume

First Name Last Name

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EDUCATION

Arlington High School, Arlington, Virginia

2005-2009

Cumulative GPA: 3.68 (*GPA is optional. So if it is not something you are proud of or it is substantially low, it is fine to leave it off your resume*)

EXPERIENCE

Sales Associate, The Retail Store

June 2006- Present

- Maintain and restock inventory.
- Provide quality customer service.
- Operate computerized cash register system.

Child Care

July 2004- Present

- Provide child care for several families after school, on weekends and during school vacations.

ACTIVITIES

- Senior Class Treasurer
- Member of Arlington High School Tennis Team

ACHIEVEMENTS

- National Honor Society: 2007, 2008, 2009
- Academic Honor Roll: 2005-2009

VOLUNTEER EXPERIENCE

- Relay for Life
- Big Brothers/Big Sisters
- Arlington Soup Kitchen