

HIGH SCHOOL STUDENT RESUME SAMPLE

Ivana Job
1234 Work Hard Court
Hometown, CO 54321
Ivanajob@highschool.com
(303) 555-1212

EDUCATION

Completed three years at Hometown High School
Graduation date: May 2005
G.P.A. 3.85. Top 5% of class

RELEVANT HIGH SCHOOL COURSEWORK

Technical writing; advanced composition; debate; video production; computer classes providing knowledge of word processing, desktop publishing, and Web software.

EXPERIENCE

Newspaper Staff Member, Hometown High School

- **Aug 2005 - present.** Features editor of campus newspaper
- **Aug 2002 - Aug 2005.** Researched information for news articles using library and Web sources. Composed and edited informational articles, columns, editorials, and advertising copy

Yearbook Committee Member, Hometown High School

- **Aug 2004 - present.** Editor-in-chief of yearbook staff. Leader of design and publication teams from initial layout through finished product
- **Aug 2003 - Aug 2004.** Yearbook staff member. Experience taking photographs, designing layout, and writing captions and sidebars

HONORS, AWARDS, AND MEMBERSHIPS

- **U.S. Media Association Scholarship recipient**
Scholarship based on academic achievement, community service, and campus participation and leadership in high school communications projects and studies
- **2004 Best High School Newspaper Design winner**
Central State Regional Communications Contest, sponsored by the Communications Department, State University
- **President of high school chapter of Future Communicators of America (FCA), 2005 - Present**
Member, 2003 - Present
- **Treasurer of National Honor Society, 2004 – Present**

REFERENCES

Full Name
Job Title
Company
Phone Number
Email Address

Full Name
Job Title
Company
Phone Number
Email Address

Full Name
Job Title
Company
Phone Number
Email Address