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| First Name Last Name | | | | | | |
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| OBJECTIVE  Motivated high school senior seeking part-time retail position to apply strong communication skills and dedication to customer service. Eager to learn and contribute to a team environment.  REFERENCES  Available upon request.  ADDRESS  STREET  PROVINCE  POSTAL CODE  PHONE  (000) 000-0000  EMAIL  email@example.com |  | Experience | |  | |
|  | |
| Jan 20XX – Aug 20XXVolunteer | Hometown Community Library Key responsibilities: organized and catalogued books, assisted in managing reading programs, and demonstrated strong customer service skills. OCT 20XX - PresentMember | Hometown High School Social Committee Key responsibilities: Participate in high school events for students, help with planning and organizing fundraisers, dances/parties, and sports events. | | | |
| EDUCATION |  | | |
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| Hometown High School | Hometown Name & Province Expected Graduation Date:  Relevant Courses: Advanced Mathematics, English 11 | | | |
| Skills | | |  |
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| * Organization: managed school projects and volunteer responsibilities. * Time management: Balanced school workload and extracurriculars. * Communication: Strong written and verbal skills. * Customer service: Excellent customer service skills developed through volunteer opportunities. | | | |
| Awards | |  | |
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| * Received Honours for Grade 10 Advanced Mathematics | 20XX | | | |