**FULL NAME**

Full Address ∙ Phone ∙ Email

**EDUCATION**

**Your High School, City, TX,** Expected Graduation Month/Year

* GPA: x.xx
* AP Classes: List all classes here
* Awards:

**LEADERSHIP EXPERIENCE**

**Company/Organization**,Title/Position, Start date – End date

* Action verb + what I did + impact it had

**Business Professionals of America,** Member, October 2019 – Present

* Attend weekly meetings to discuss progress in fundraisers and progress in events that help develop leadership, academic, and technological skills among students
* State qualifier for competitions in Dallas and Corpus Christi on Keyboarding Production and Interview Skills

**ACE Mentorship Program,** Participant, November 2018 – Present

* Receive guidance from mentors that specialize in Architecture, Construction, and Engineering
* Design an end of the year project and presentation incorporating lessons taught by mentors and guest speakers

**National Honor Society,** Founding Member, January 2018 – Present

* Help serve the school and the surrounding community by volunteering with projects like festivals and food drives

**PROFESSIONAL EXPERIENCE**

**Company,** Title of Position,Start date - Present

* Text

**VOLUNTEER EXPERIENCE**

**Open House,** Student Presenter,November 2020

* Presented about AP Capstone program to prospective students and parents of Energy Institute High School
* Addressed questions relating to Energy Institute High School and student life

**Freshman Orientation,** Student Helper,August 2019

* Assisted at a week-long orientation to help students get settled for school and adapt to new environment
* Helped organize and run events that would help create a collaborative environment among students

**SKILLS**

Fluent in [Foreign Language]

Proficient in Microsoft Office, Google Docs, etc.