Example Educational Resume- updated 12/2023

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| --- |
| Student Name  10500 Rio Wrangler Parkway  Reno, NV 89521  [12345@washoeschools.net](mailto:12345@washoeschools.net) · 775-111-1234 |

**FAFSA-** Estimated Family Contribution (EFC) Score: 0

**EDUCATION:**

**MIDDLE SCHOOL:**

• DEPOALI MIDDLE SCHOOL

9300 WILBUR MAY PKWY, RENO, NV 89521

**HIGH SCHOOL:**

• DAMONTE RANCH HIGH SCHOOL

10500 RIO WRANGLER PARKWAY. RENO NV 89521

**DIPLOMA TYPE:**

• HIGH SCHOOL ADVANCED DIPLOMA, JUNE 2023

**CLASS STANDING:** 149/470

• WEIGHTED GPA: 3.96

• UNWEIGHTED GPA: 3.41

**AP CLASSES:**

• AP COMPUTER SCIENCE

• AP PSYCHOLOGY

• ENGLISH 101

• POLITICAL SCIENCE 101

• ECONOMICS 101

• POLITICAL SCIENCE 208

• CRIMINAL JUSTICE

• PSYCHOLOGY 101

**HONORS CLASSES:**

• ENGLISH 1-2 HONORS

• HONORS ANATOMY AND PHYSIOLOGY

**TEST SCORES:**

• ACT SCORE: 22

**SCHOOL INVOLVEMENT:**

• LEADERSHIP

• KEY CLUB

• ROTC

**EXTRA CURRICULAR ACTIVITIES:**

• Varsity Track and Field at Damonte- 4 years

I have learned great strength, competition, and responsibility from doing Track all 4 years at Damonte Ranch. It has helped me grow as an individual, and created long-lasting bonds with other teammates and coaches that will last for a lifetime.

**WORK EXPERIENCE**

• SALES ASSOCIATE, SIERRA TRADING POST

OCTOBER 2021 – JANUARY 2021

ORGANIZED AND BUILT DISPLAY TABLES, AS WELL AS ORGANIZING THE STORE AND CREATING

NEW FIXTURES FOR MERCHANDISE

BUILT NEW WALLS AND PUT OUT NEW MERCHANDISE FOR CUSTOMERS

ENGAGED WITH CUSTOMERS, WORKED AND RUNG CUSTOMERS UP AT THE REGISTER,

ASSISTED IN THE OPENING OF THE STORE, HELPED CUSTOMERS WITH FINDING THE

MERCHANDISE THEY NEED

• CASHIER, DOUGHBOY DOUGHNUTS

JANUARY 2022 – CURRENT

ASSISTED CUSTOMERS WITH CUPCAKES, CAKES, AND SPECIAL ORDERS

RUNG UP AND ENGAGED WITH CUSTOMERS

WORKING A STORE LOCATION ALONE FOR AS LONG AS 8 HOURS

**VOLUNTEERISM**

• VOLUNTEER WORK

Reno- Sparks Gospel Mission

Reno, NV

Worked with others successfully using strong verbal and written

communication skills.

Kept facilities organized, clean and well-maintained to best meet the program’s needs.

Volunteered over 4 hours to serve food and drinks to the homeless. Served water and milk, entrees, and dessert.

• VOLUNTEER WORK

November 18, 2022

Reno, NV

Set up a charity event

Sold raffle tickets to raise money for a local charity that supports kids suffering with chronic illness

Handed out prizes, and helped set up gifts for charity

Academics