***Save time with a*** [***resume maker***](https://www.beamjobs.com/resume-builder/begin?utm_source=blog&utm_medium=templates&utm_campaign=word&utm_content=high_school)***!***

### **MONTH**

### **20XX**

## School | Location

Enter name of your achievement

**ACADEMIC ACHIEVEMENTS**

### **MONTH**

### **20XX**

## School | Location

Enter name of your achievement

### **MONTH**

### **20XX**

## School | Location

Enter name of your achievement

**SKILLS**

* Communication
* Problem Solving
* Leadership
* Time Management
* Decision Making
* Creativity
* Analytical
* Team Oriented
* Public Speaking

**PROJECTS**

**Project Name**

### **MONTH 20XX - PRESENT**

* Focus on your contributions, not your responsibilities. “Grew student newsletter engagement by 8%” is much better.
* Start your project bullet points with active verbs rather than personal pronouns. For instance, “Designed and implemented work ticketing system.”

**Project Name**

### **MONTH 20XX - MONTH 20XX**

* Keep your bullet point descriptions at three lines or under. “Created workout plans 15+ students, helping 2 students break track records.
* Write your job descriptions in the past tense, though you can write current experience in the present tense if you wish.

**Project Name**

### **MONTH 20XX - MONTH 20XX**

* Keep your bullet point descriptions at three lines or under. “Created workout plans 15+ students, helping 2 students break track records.
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**NAME | Year 20XX**

Name of High School

City, State

**EDUCATION**

**OBJECTIVE**

Your resume objective is a focused 2-3-sentence statement that demonstrates your interest and candidacy for the position you hope to land. As a student or entry-level candidate, you should consider writing an objective, tailoring it to each position you apply for. Take the time to write a compelling, custom objective.

**Jack William**

High School

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**LANGUAGES**

English

German

Spanish

**HOBBIES**

* Reading Books
* Writing Essay/Stories
* Travelling