Sample Resume for a High School Graduate You Can Copy and Use

**Cara Beldad**

Phone: 607-301-7378

Email: carazbeldad@gmail.com

linkedin.com/in/

twitter.com/

**Summary**

Driven high-school graduate with exceptional communication and organizational skills. Eager to join Aardvark Inc. as a Sales Associate. As leader of the Furry Angels Fundraising Group, helped save the lives of 1,500 animals, raising $2,000+ annually.

**Education**

2015–2019

John Jay High School, Katonah, NY

**GPA:** 3.8

**SAT:**1350

**ACT:**30

**President, High School Yearbook Committee**

* Led team of 8 to source 750+ photos of 253 senior students, plus 100+ memorable quotes and other memories.
* Worked with vendors to secure a 15% cost-savings.
* Created marketing plan that raised sales 20% over previous year.

**Excelled in Business Coursework**

* Enrolled in 5 business classes through the school's young business leader program, including accounting, business law, and marketing.
* Maintained 4.0 GPA in all 5 core business classes.

**Captain of Debate Team 2 Years**

* Led team to 3rd place in New York State debate tournament.
* Coached and mentored 5 debate team members in best practices to improve debate scores by 20% in 3 months.

**Experience**

Furry Angels Animal Fundraising Group

Co-Founder, Leader

2016–present

* Created crowdsourced animal fundraising group with 2,500+ members.
* Raised $2,000+ annually for homeless animals.
* Assisted with saving the lives of 1,500 dogs, cats, and a llama.

Barvel's Corner Store

Counter Clerk, Cook

2017–2019

* Opened and closed store, operated cash register, made sandwiches, and provided exemplary customer service in a busy sandwich shop.
* Commended 5x by manager for attention to detail.

**Athletics**

Lacrosse Team Co-Captain

2016–2019

* Led team to 2 winning seasons in highly-competitive state.
* Mentored 5 players to increase cradling and passing skills 30%.
* Led daily stretches, drills, and workouts with 30+ members.
* Organized video recording and analysis that raised performance 20%.

**Hard Skills:**marketing, strategy, mathematics

**Soft Skills:**interpersonal skills, collaboration, communication, time management, problem-solving

**Languages:** Spanish (Advanced)