**Ima Collegbound**

Fort Worth, TX 12345 817.123.4567

[lipparticipant@email.com](mailto:lipparticipant@email.com)

SUMMARY

Self-driven and Motivated High School Student with great academic performance and demonstrated experience in providing administrative support and performing administrative tasks. Knowledgeable Class Treasurer with extensive bilingual communication skills, extraordinary multitasking skills, and ability to perform well in team environments.

OR

Self-driven and Motivated High School Student with great academic performance and leadership ability, seeking to gain admission to the Political Science Program at Fort Worth University.

SKILLS

|  |  |  |
| --- | --- | --- |
| Bilingual Skills | Team Player | Problem Solver |
| Time Management | Organizational Skills | Analytical Skills |
| Microsoft Word | Microsoft PowerPoint | Microsoft Excel |

EXPERIENCE

**Toluo Stores**, Fort Worth TX June 20\_\_ - Present

*Cashier*

* Organized and managed financial transactions
* Ran price checks
* Ensured accuracy of prices
* Provided excellent customer service and team support
* Participated actively in feedback sessions and team meetings
* Decorated storefront for holiday and seasonal displays
* Stocked and loaded shelves with incoming inventory

**Fort Worth High School**, Fort Worth TX June 20\_\_ - Present

*Newspaper Staff Member*

* Featured editor of campus newspaper
* Responsible for award-winning design
* Researched information for news articles
* Composed and edited informational articles, editorials, and advertising copy

EDUCATION

**Fort Worth High School**, Fort Worth TX

*Graduate with Honors*

**Fort Worth Community College**, Fort Worth TX

*Associates in Success*

AWARDS and ACHIEVEMENTS

* President’s Award for Academic Excellence
* Ann Brannon Award
* State Champion Debate Team
* Freshman Service and Leadership Honor