

**(Sample of High School Diploma Resume)**

**Your Name**  
Your Street  
Your City  
Your Home Phone  
e-mail

**Objective**

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An interesting position with a growing company

**Qualifications**

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- Excellent team player who excels in teamwork situations
- Quick learner, open and willing to learn new skills
- Enthusiastic, motivated, reliable, outgoing
- Upbeat and positive attitude
- Computer literate in Microsoft
- Fluent Spanish

**Honors and Distinctions**

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- Achieved Certificate of Accomplishment for 200 hours of Volunteer Service at Memorial Hospital
- Earned Certificate of Achievement for Outstanding Performance in Math, 2011
- Earned Certificate for Best Team Player on South High Varsity Soccer Team

**Experience**

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Girls Inc. Holyoke, MA  
**Clerical Assistant** Summer of 2013

- Maintained agency files; file documentation as necessary.
- Generate, copy, and/or distribute reports
- Enter information into an Excel spreadsheet
- Open, sort, and distribute mail
- Communicate with customers via phone, email, or fax as necessary

Greater Holyoke YMCA Holyoke, MA  
**Baby-sitter** 02/2011 to 01/2012

- Provide quality care to newborns and young children up to 6 years of age
- Maintained files and reports on all attendees
- Coordinated work schedules and payroll distribution

**Community Service**

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- Participated in service-learning projects through Holyoke High School
- Created holiday food baskets for Friendly House home construction for Habitat for Humanity
- Earth Day clean-up through the Regional Environmental Council

**Education**

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Holyoke High School Holyoke, MA  
**High School Diploma** 2013

**Interest**

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Basketball  
Hiking  
Reading  
Science

**References**

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Available upon request