

This is a sample resume for someone in high school who is applying for a part-time volunteer or paid job.

220 University Avenue
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Amber Brown

OBJECTIVE

Obtain a summer internship as a bilingual health aid at a community clinic.

EDUCATION

Clark S. Lewis High School, Palo Alto, Junior Year
Cumulative GPA: 3.0

RELATED COURSEWORK:

Physiology Spanish 5
Biology Health Careers Internship

EXPERIENCE

10/11-Present CENTRAL COMMUNITY HOSPITAL | ANYTOWN, CA

Patient Floor Volunteer

- Provide basic patient care and services to patients in rehabilitation unit
- Accompany patients, deliver mail, and assist nurses

01/10-Present FAMILY CARETAKER

- Help raise three younger siblings
- Duties include but not limited to: Picking siblings up at school, packing lunch, and accompanying to school events

05/11-9/11 DR. GIRARD FAMILY PRACTICE | ANYTOWN, CA

Medical Records Aide

- Maintained patient medical records
- Accompanied patients, delivered mail, and assisted nurses
- Managed and organized information electronically

LEADERSHIP

09/11-Present SPANISH ARTS CLUB | CLARK S. LEWIS HIGH SCHOOL, ANYTOWN, CA

Vice President

- Leads meetings with president
- Increases membership through special events
- Created cultural awareness project for Clark S. Lewis High School Multicultural Day

09/11-05/12 HEALTH CLUB | CLARK S. LEWIS HIGH SCHOOL, ANYTOWN, CA

Secretary

- Maintained and organized careful notes that were sent to members after every meeting
- Communicated between members and officers of club

MEMBERSHIPS AND AWARDS

08/12 Student Worker of the Month, Central Community Hospital

09/12-Present Member, Latinos for Health, afterschool club

02/12-05/12 Junior Varsity Softball Team member, Clark S. Lewis High School

SKILLS

Word processing, PowerPoint, Excel, Fluent in Spanish

REFERENCES

Diane Jones, RN
Volunteer Coordinator, Central Community Hospital, Anytown, CA
555-555-5555
msmith@yyyyy.com

Ms. Gloria Smith
Softball coach, Clark S. Lewis High School, Anytown, CA
555-555-5555
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Philip Girard, M.D.
Physician, Anytown, CA
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