

**SAMPLE OF A HIGH SCHOOL INTERNSHIP RESUME**  
**<http://www.fastweb.com/career-planning/articles/quick-two-minute-resume-changes>**

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**OBJECTIVE**

Seeking an Internship in Administration and Office-Information Technology

**SUMMARY OF SKILLS**

- **Clerical:** File maintenance, mail management
- **Computers:** MS applications, Microsoft Word, data entry, Internet
- **Organization:** Follow through on details, event planning and coordination
- **Communications:** Telephone, customer services, team leadership
- **Personality:** Friendly, quick learner, dependable, hard worker

**EDUCATION**

Virtual Academy at Shenandoah High School, El Dorado, CA, graduate May 2014

*Activities:*

*Honors:*

*Courses:*

*GPA: if above 3.0*

**WORK EXPERIENCE**

Various jobs as child care provider, house and pet sitter, house cleaning, wedding planner's assistant, and office assistant.

**VOLUNTEER WORK**

- Facility Maintenance—Volunteer worker on church and community beautification days. Member of team to provide lawn and garden landscaping and cleanup.
- Special events organizer—Volunteer coordinator for birthday and anniversary celebrations. Plan activities, schedule other volunteers, and organize events. Coordinated several events with more than 100 people in attendance.

**OUTSIDE INTEREST**

- Youth group activities
- Youth choir