

RILEY BURTON

High School Student

✉ rburton76@gmail.com

☎ (123) 456-7890

📍 Miami, FL

WORK EXPERIENCE

Volunteer Soccer Coach

Clark Soccer Program

📅 2021 - current

📍 Miami, FL

- Mentored 15+ students, providing one-on-one coaching that helped improve team standing by 12 slots
- Assisted with banquet fundraiser and silent auction to raise money for away games, increasing revenue by \$10K to enable team to pay for overnight accommodations
- Researched state-of-the-art training techniques, offering insight to coaches that reduced risk of injury by 12%
- Acquired gear, including soccer balls, nets, shin guards, cleats, and cones for practices, and verified all was in good condition

EDUCATION

High school diploma

Ransom Everglades School

📅 2020 - 2024

📍 Miami, FL

SKILLS

Reliable

Verbal Communication

Compassionate

Collaboration

Organization

Problem Solving

PROJECTS

Student Government

Class President

📅 2021 - current

- Elected class president in 2021 for a student body of 700+ by communicating openly, working hard, and inspiring others
- Collaborated with 8+ staff members to make improvements, including making the campus more accessible for persons with disabilities and reducing unhealthy cafeteria options
- Revamped school website by adding a login for student portals, easing access to course grades, and creating a page for academic advising and scheduling
- Headed class meetings, crafting event calendars to include 30+ yearly events and activities to boost sense of community

Varsity Soccer

Captain



📅 2021 - current

- Oversaw 20 players, mentoring them on diverse topics such as academic work, family life, life goals, and soccer
- Maintained the highest standard of sportsmanship and professionalism, inspiring teammates to follow suit, resulting in 0 instances of red cards during games
- Acted as a liaison between coaches and teammates, fostering a deeper level of understanding and unity that improved both coach and athlete satisfaction by 18%
- Demonstrated excellence in sports and scholarly pursuits, providing tutoring for peers before practices

BRYAN GLOVER

High School Student

CONTACT

bryan.glover@gmail.com 
(123) 456-7890 
San Francisco, CA 

CAREER OBJECTIVE

High school student with background in approaching STEM subjects creatively. Seeking a role as a junior camp counselor at Sci Tech Summer Intensive, where my enthusiasm and collaborative spirit will engage and encourage students to embrace their intellectual capabilities.

EDUCATION

High school diploma
Abraham Lincoln High
School
2020 - 2024
San Francisco, CA

SKILLS

Hard Working
Collaboration
Punctual
Compassionate
Written Communication
Reliable

WORK EXPERIENCE

Volunteer

St. Anne's Church

2021 - current / San Francisco, CA

- Printed 2K+ flyers and leaflets for mass, ensuring all church members were up-to-date on community events and news
- Greeted 300+ parishioners during each Sunday's 10 a.m. service, directing first-time guests to lobby and sanctuary
- Co-taught simple Bible stories to 15 first graders during Vacation Bible School
- Participated in outreach events with the St. Anne's Youth Group, handing out snacks, gift cards, and parish pamphlets at nursing homes, college campuses, and homeless shelters
- Aided in fundraising events for homeless, which amassed \$300K, enabling the construction of a homeless shelter and 1K+ pounds of food donations for free meal kitchens

PROJECTS

Robotics Team Leader

2021 - current

- Headed team that created a robot capable of dispensing flu vaccines and blood glucose levels, resulting in national news coverage in the New York Times in 2021
- Competed in and won team and individual regionals in 2021
- Collaborated with a team of 12+ juniors and seniors, dispensing roles and responsibilities to boost efficiency and improve competition performance
- Crafted competition schedule with peers and the main teaching lead, ensuring 100% of team members could attend at least 6 out of 8 meets

Math Club

Founder

2020 - current

- Founded Math Club as a freshman, recruiting 30+ members in the first semester
- Modeled a spirit of relaxed competitiveness, inviting members in and bolstering camaraderie while improving abilities to solve complex theorems by 32%
- Fostered an inclusive environment, exceeding average club member engagement by 10% and inspiring 4+ students to study math in college

KIVON RILEY

High School Student

✉ kivonriley@gmail.com

☎ (123) 456-7890

📍 Atlanta, GA

EDUCATION

High school diploma

North Atlanta High School

📅 2019 - 2023

📍 Atlanta, GA

SKILLS

Verbal Communication

Organization

Hard Working

Punctual

Teamwork

Diligent

CAREER OBJECTIVE

Diligent high school student dedicated to leadership development and team collaboration. Seeking an opportunity to further engage my skills as a restaurant hostess at Maggiano's, where my background as a varsity captain and bagel shop cashier have prepared me to work successfully under pressure.

WORK EXPERIENCE

Cashier

Postman's Bagels

📅 2021 - current 📍 Atlanta, GA

- Greeted diners with a friendly attitude, resulting in 97% positive customer feedback
- Served 50+ customers per shift, maintaining a wait time of less than 4 minutes per order
- Managed cash and card transactions, sold gift cards, and promoted loyalty membership card
- Provided recommendations for add-ons and drinks, exceeding personal sales targets by 5% or more
- Trained 3 new hires on check-out procedures and kitchen safety
- Collaborated with 2 cashiers to cover shifts for ill coworkers, bolstering a team environment

Volunteer Tutor

North Atlanta High School

📅 2020 - 2021 📍 Atlanta, GA

- Tutored 30+ students with learning disabilities, improving placement rate out of remedial courses by 40%
- Collaborated with 15+ teachers to craft learning material across 5 subjects for students with disabilities
- Documented growth, grade improvement, and material engagement, communicating information with parents and teachers weekly
- Modified lesson plans for each student, ensuring assignments adhered to IEPs

PROJECTS

Varsity Captain

North Atlanta Cross Country

📅 2021 - current

- Motivated a varsity team of 20+ peers, resulting in a 94% attendance rate for practices
- Communicated with team members struggling with balancing academic and team demands, providing emotional and academic support to improve test scores by 15%
- Modeled team values, including integrity, high moral compass, leadership, and sportsmanship, reducing confrontation with opposing teams
- Collaborated with coaches to improve training strategies, resulting in a team National Title in Spring 2021