

**Student Name**  
**Address**  
**561-123-4567**  
**Email address**

**OBJECTIVE**

To obtain an internship to enhance my skills in the field of information technology

**EDUCATION**

**Park Vista High School**

High School Diploma expected May 2016, Concentration: Accounting  
Cumulative GPA: 3.8

Delray Beach, FL  
May 2016

**RELEVANT COURSES**

- American History
- Biology
- Calculus
- Economics
- English
- Programming

**WORK EXPERIENCE**

**McDonalds**

Customer Service Representative

- Cashier
- Train new employees

Delray Beach, FL  
January 2016 – Present

**Somerville Public Library**

Library Aid

- Returned books to shelves
- Stamped books out for patrons

Somerville, MA  
5/1/2015 – 1/2015

**SKILLS**

PC, Mac, Microsoft Word, Excel and PowerPoint

**LANGUAGES**

Spanish (fluent)

**HONORS & ACCOMPLISHMENTS**

Volunteers of America Award

JROTC Battalion Commander

National Honor Society

June 2015

**REFERENCES:**

Mr. Smith, High School Principal

(561) 123-4567

Jane Solis, Shady Lakes Camp Director

(407) 345-6785