

18 Bold Font/All Caps

J. INTERNSHIP JR.

MUST BE ONE PAGE ONLY

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Pittsford, NY 14534
585-123-4567
jinternship@gmail.com

All Fonts Times New Roman

EDUCATION

12 Bold Font/All Caps

12 Bold Font/Italics

12 Regular Font

Only include classes that apply to your field of interest

Pittsford (Mendon or Sutherland) High School, Pittsford, NY (Class of 20XX)

Applicable internship courses: AP English Literature and Composition, Contemporary English, Creative Writing and Mass Media and Society, Leadership Development Seminars

WORK EXPERIENCE

Do not use personal pronouns. Keep to concise phrases

Make sure to use past and present tense appropriately

Child Care Provider, Pittsford Families, Pittsford, NY (September 20XX- present)

Responsible for the supervision of children ages 2-8. Played games, assisted with homework and bedtime.

Counselor in Training, Camp Arrowhead, Pittsford, NY (Summers 20XX-20XX)

Assisted lead counselor with Boys Camp (Ages 7-9) in the areas of sports, games, and nature.

VOLUNTEER SERVICES

Lead with action verbs from list provided. Vary with each listing

Writing Assistant, Hillside Children's Center, Rochester, NY (September 20XX-present)

Develop lessons plans and help children with basic writing skills.

Community Service Volunteer, Rotary Interact Club, Pittsford, NY (September 20XX-present)

Implement community service events throughout the area including Holiday Bells for Salvation Army, Fundraising for School 25 and Food Drive for Pittsford Food Cupboard.

Banquet Organizer, Kids Reaching Hearts, Rochester, NY (September 20XX-present)

Coordinate annual dinner and performance banquets to raise money for various charities in Rochester.

Youth Court, Town of Pittsford, Pittsford, NY (20XX-20XX)

Presided on youth court that hears cases of juveniles in Pittsford; helped mediate and determine sentences.

EXTRACURRICULAR ACTIVITIES

Sports Reporter, Sutherland High School, Pittsford, NY (September 20XX-present)

Attend sporting events and provide articles for publication in school newspaper.

Basketball (December 20XX-present)

JV Captain; Section V Champions; Currently on Varsity team

DECA Business Club (September 20XX-present)

State Qualifier 20XX in Restaurant & Food Service Management

Link Crew (May 20XX-present)

Mentor incoming freshmen as well as organize school events

SKILLS/ACADEMIC ACHIEVEMENTS

Honor Roll (Consecutive Semesters since 20XX)

Proficient in Microsoft Office

Fluent in Spanish