**Emma Rose Smith**

Houston, TX | Phone: (281) 555-5555 | Email: emma.smith@gmail.com

**OBJECTIVE**

Responsible and ambitious high school student with a 3.8/4.0 GPA and excellent time management. Seeking a part-time job to build professional skills and contribute to a team environment.

**EDUCATION**

**George Ranch High School,**  Richmond, Texas  
Expected Graduation: May 2026  
GPA: 3.8 | Relevant Classes: Computer Science, Speech, AV Production

**ACHIEVEMENTS**

Honor Roll (Fall 2023)  
1st Place – District Science Fair (2022)

**PROFESSIONAL EXPERIENCE**

**Paws and Claws**, Richmond, Texas August 2024 – Present

*Volunteer*

* Assist with feeding and grooming pets twice a week
* Participate in adoption events and answer questions from visitors
* Operate the cash register in the gift shop and help customers find items
* Work with a team of 15 volunteers to make sure the shelter is kept clean and safe for the pets

**EXTRACURRICULAR ACTIVITIES AND PROJECTS**

* Member, Student Council (2023–present)
* Captain, JV Volleyball Team (2022–2023)
* Yearbook Club Photographer (2023–present)

**SKILLS**

* Bilingual: English and Spanish, fluent in both
* Proficient in Canva, Google Docs, Microsoft Word
* Social media content creation
* Public speaking and team collaboration
* Customer service

## Teen Resume Template

**Contact Information:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Objective (Optional):**

**Education:**School Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Expected Graduation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
GPA (optional): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Experience:**Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Where: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
What you did:

**Skills:**

**Activities & Awards:**