|  |
| --- |
| Academy Student |
| 123 Main Way, Raleigh, NC • (919) 555-5555 • academykid@yahoo.com |
| Objective |
| Outgoing, dedicated student seeking summer internship in order to apply skills learned thru business, computer and accounting classes. Hoping to continue growth in leadership, team work and project coordination experience. |
| Education |
| Sanderson High School, Raleigh, NC Graduation Date: June 2013 GPA: 4.0/4.0**Relevant Courses:** Computer Applications and Computerized Accounting, NEFE High School Financial Planning Program |
| **Academic Awards/Achievements:** National Honors Society, Presidential Service Award, Outstanding Academic Achievement during all terms, Sports Academic All Conference, Spartan of Excellence |
| Experience |
| **Eli Research Office Assistant*** Organizing and Filing Office Papers
* Preparing Retirement and New Hire Packages

**Academy of Finance*** Obtained extensive knowledge of essential aspects of business and finance including: budgeting, networking, insurance

**YMCA*** Applied leadership and social skills volunteering as a counselor and referee

**Additional Jobs –** Babysitting/Pet sitting, Pool AttendantLeadership**Tutor and Sports Captain*** Assisted peers in mastery of math, accounting, and sports concepts

**Congressional Youth Leadership Conferences*** Developed powerful leadership skills, selected to administrate the simulation of international conferences including United Nations, World Trade Organization, and UN Security Council
* Junior National Young Leaders, Junior National Young Leaders Alumni
* Presidential Youth Inaugural Conference
* Global Young Leaders Conference

**Youth Board, Student Council, and YMCA Leaders Club*** Represents and leads Junior class at church youth group, the YMCA and school
* Plans community events
* Dedicated member for 3 years
 |
| Essential Skills |
| * Efficient in Word, Excel(spreadsheets), PowerPoint, Access, and Publisher programs
* Project management skills and ability to multi-task
* Upbeat and optimistic personality
 |
| References |
|  |
|  |
|  |