

Emily Parker

High school student

Chicago, IL | (123) 456-7890

emily.parker@example.com



A motivated high school student with a strong history of academic success, specializing in communication, creative solution-seeking, and team collaboration. A proven track record of coordinating with the school librarian as a volunteer to support students and daily library operations

Add Your Professional Experience

September
2022 -
Present

Library Assistant (Volunteer)

Lincoln High School Library, Chicago, IL

- Supported the head librarian in organizing and cataloging over 1,000 books, improving accessibility for students
- Aided students in locating resources, logging into library computers and laptops, and registering books during the check-out and return process

Add Your Education

Expected Graduation: June 2024

Lincoln High School at Chicago, IL

- GPA: 3.9
- Relevant Coursework: English, Algebra II, Biology, History

List Your Key Skills

Organizational skills



Communication



Creative solution-seeking



Microsoft Office Suite



Team collaboration

