John Doe

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OBJECTIVE:
A self-motivated, hard working high school student seeking a summer internship position at John Muir Health.

EDUCATION:

Pittsburg High School **Pittsburg, CA** **2006 to Present**

- Currently in 11th grade
- Received A's in honors and AP courses of Biology, Chemistry, Spanish and English
- GPA of 4.2

VOLUNTEER WORK:

Pittsburg Homeless Shelter **2007 to Present**

- Type lists of donors, addresses and amount donated
- Assist in organization of food during food drives
- Shadowed work counselors who provide help in resume writing and job seeking skills
- Other clerical work, as assigned

Vacation Bible School, St. Joan's Catholic Church, Oakley, CA **2005 to 2008**

- Assisted in preparing food for the students in the cafeteria
- Attended meetings planning content of courses
- Helped teach students religious education, incorporating methods to make lessons enjoyable
- Messenger for teachers; other tasks as they arose

EXTRACURRICULAR ACTIVITIES:

- Key Club Pittsburg, CA Sept. 2008 to Present
  - Club providing community service in the county
- Summer Reading Program Pittsburg, CA June 2007 to Present
  - Provide children and young teens with information about reading contests, distribute prizes and rewards for their accomplishments
- Student Government Pittsburg High School August 2009 to Present
  - Active participant in Fund Raising Committee and Activity Planning Committee
- Varsity Soccer Team Pittsburg High School Nov. 2009 to Present
  - Captain of Varsity Team
- Latina Student Association Pittsburg High School June 2008 to Present
  - Treasurer

HONORS / AWARDS:

- Pittsburg High School Academic Excellence August 2008 to Present
- Outstanding Achievement in Advanced Economics March 8, 2009
- First Place, Mason Jones Scholar-Athlete Scholarship Award April 2009

QUALITIES

- Reliable, trustworthy, efficient and dedicated
- Excellent communication and presentation skills
- Able to work independently and in a team