

(Sample High School Equivalency Resume)

Name

Street, City, State, Zip

Home Phone, Cell Phone, Email

Skills

- Excellent customer service, interpersonal and communication skills
- Flexible team player with the ability to complete tasks independently
- Computer proficiency: Internet search, Microsoft Word, Excel and PowerPoint

Education

General Equivalency Diploma, GED College Prep Academy, June 2015

Experience

Worcester Young Adults Center (YAC) Worcester, MA

Team Member, Summer 2015

- Performed general maintenance work, including painting and cleaning
- Worked on a team to organize a community food drive for the homeless shelter
- Completed supervisor training for the Young Adults program

Worcester Community Food Bank Worcester, MA

Volunteer, January 2015-present

- Collected, organized and distributed food baskets to families in need
- Managed delivery schedules and routes
- Maintained a clean and safe working environment

Extracurricular Activities

- | | | |
|-----------------|-------------------------------|--------------------|
| · Baseball Team | Crompton Park Baseball League | Summer 2015 |
| · Guitar Player | The Guitar Place | Fall 2015-present |
| · Writing | YAC's monthly newsletter | April 2015-present |