

# Student With No Experience

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## Summary

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Dependable high school senior with no formal work history seeking a first job, offering proven reliability, a 3.5 GPA, and hands-on responsibility from family caregiving, school clubs, and community service.

## Experience

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**Primary After-School Caregiver, Family Household** 2023 – Present  
*City, ST*

- Cared for two younger siblings every weekday afternoon, managing homework, meals, and a consistent schedule.
- Coordinated pickup, snacks, and activities reliably so a working parent could keep full-time hours.
- Handled a household grocery budget of about \$80 per week, tracking spending in a simple notebook.
- Resolved everyday conflicts between siblings calmly and kept routines steady during busy weeks.
- Maintained this responsibility for two-plus years without a single missed afternoon.
- Built planning and patience by adjusting routines around school events and appointments.

**Volunteer Member, City High School Service Club** 2022 – Present  
*City, ST*

- Logged 60 community-service hours across park cleanups, food drives, and tutoring events.
- Helped run a coat drive that collected 220 donated items for a local shelter.
- Set up and staffed event tables, greeting attendees and answering questions politely.
- Collaborated with 10-plus club members to plan and execute monthly service projects.
- Tracked volunteer hours for the group on a shared spreadsheet for accurate records.
- Recognized at a year-end assembly for consistent participation and dependability.

## Education

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**High School Diploma (Expected 2026), GPA 3.5; relevant coursework in business, computer applications, and public speaking.** 2022 – 2026  
*City High School — City, ST*

## Skills

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Dependability · Responsibility · Communication · Teamwork · Organization · Patience · Willingness to learn · Basic computer skills · Public speaking · Punctuality