**Sample Resume 3**

**Replace text below with your information and delete this sentence.**

**Access the** [**Student Resume & Cover Letter Guide**](https://ash.naf.org/public/downloadable-resource/index/resume-and-cover-letter) **for more information and other samples.**

**MAYA JACKSON**

(805) 555-2233 • Maya.Jackson89@gmail.com

**EDUCATION**

**King High School Academy of Finance,** Ventura, CA

Currently in 10th grade; 3.05 GPA (Unweighted)

Relevant Coursework: Principles of Finance, Financial Planning, and Financial Services

Class Projects/Skills:

* Designed and created a slideshow and brochure about the benefits of investing in stocks and bonds that was presented at a financial literacy fair
* Developed basic accounting skills, including creating and analyzing financial statements

**FINANCE-RELATED VOLUNTEER EXPERIENCE**

**Martin Center for Financial Planning,** Ventura, CA

Finance Volunteer March 2023 – present

* Created and distributed financial educational materials to community members
* Assisted financial director in tracking clients’ assets, as well as promoting bank accounts and retirement plans

**ATHLETIC & ACADEMIC ACTIVITIES**

* Co-Captain, King High Girls’ Soccer Team
* Member, Ventura Teen Long-Distance Running Club
* Co-Chair, King High Debate Club

**AWARDS & HONORS**

High School Girls’ Soccer Championship for Ventura County, 2024

Honorary Mention in Southern California High School Debate Tournament, 2024

**COMPUTER SKILLS**

Finance: QuickBooks, Bloomberg Terminal

Design: Adobe Photoshop, Canva