**Sample Resume 1**

**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.**

**SKYE MARTINEZ**

skyemartinez@gmail.com • (281) 555-0098

**SUMMARY**

11th grade honor student with computer programming experience and multiple Microsoft certifications

**EDUCATION**

**Springfield Academy of Information Technology**, Springfield, IL

Anticipated Graduation: June 2026

GPA: 3.5

Awards & Honors: Outstanding IT Student (2023), Honor Roll (September 2022-present)

Relevant Coursework: Principles of IT, Introduction to Programming, Computer Systems

**EXPERIENCE**

**Verizon,** New York, NY

Intern (virtual) May – August 2023

* Completed project on how A.I. and machine learning could be used for customer support
* Attended IT team and staff meetings

**Target,** Springfield, IL September 2022 – present

Cashier (part-time)

* Assist customers during check-out; answered questions
* Support manager in completing auditing procedures

**LEADERSHIP & COMMUNITY SERVICE**

**Springfield Academy of Information Technology**, Springfield, IL

Co-Chair, Battle of the Bands January – April 2023

* Successfully organized and hosted fundraising event, generating approximately $15,000
* Recruited and trained 20 student volunteers
* Coordinated logistics including reserving event space, ordering catering, and lining up bands

Treasurer, Student Council Sept. 2022 – present

* Oversee student council budgeting meetings and ensure appropriate usage of funds

**Tech for All**, Springfield, IL January 2022 – January 2023

* Volunteered once a week to fix computers at a local non-profit organization

**SKILLS & CERTIFICATIONS**

Computer Skills: Python, C++, Mac and PC hardware configuration/operating system installation

Language Skills: Spanish (fluent)

Certifications: Microsoft Word and Excel (2024)