# HR BUSINESS

### FRIST NAME/LAST NAME EMAIL ADDRESS HONE NUMBER

SEEKING A SUMMER JOB OPPORTUNITY THAT WILL PROVIDE ME WORK EXPERIENCE AND EXPOSURE.

#### **EDUCATION**

2019 - 2022 SENIOR, EDEN HIGN SCHOOL Honor student and Graduating Class of 2022. My academic interest includes Science of Biology, Chemistry, and Critical Study of Humanitarian.

#### **MONTH YEAR**

**DEGREE TITLE, SCHOOL** 

IT'S OKAY TO BRAG ABOUT YOUR GPA, AWARDS, AND HONORS. FEEL FREE TO SUMMARIZE YOUR COURSEWORK TOO.

#### WORK EXPERIENCE

**INTERN, EDEN HIGHSCHOOL, GLENDALE, AZ** 

#### DATES: FALL 2021-SPRING 2022

WORKED IN THE LIVE SCIENCE DEPARTMENT. MY TASKS INCLUDES INVENTORY MANAGEMENT, FEED CLASS PETS AND ASSIST WITH ANNUAL SCIENCE FAIR PLANNING.

JOB TITLE, COMPANY

**DATES: FROM - TO** 

DESCRIBE YOUR RESPONSIBILITIES AND ACHIEVEMENTS IN TERMS OF IMPACT AND RESULTS. USE EXAMPLES, BUT KEEP IT SHORT.

#### STRENGTHS

- List your strengths relevant for the role you're
  List one of your strengths applying for

  - List one of your strengths
  - List one of your strengths

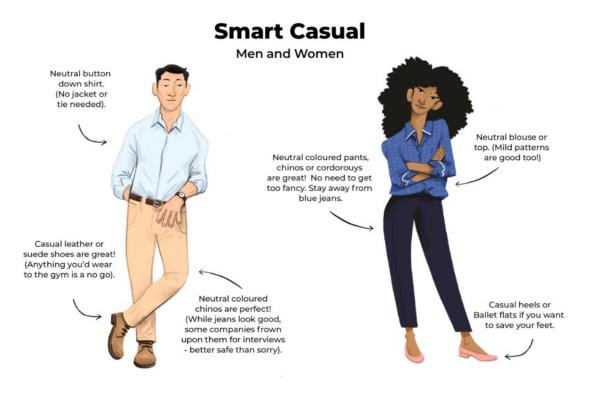
**ACTIVITIES** 

List one of your strengths

Use this section to highlight your relevant passions, activities, and how you like to give back. It's good to include Leadership and volunteer experiences here. Or show off important extras like publications, certifications, languages and more.



## HR | MY BUSINESS



**Smart Casual:** This dress style is fun and light while still being professional. Choices should be neutral and fit well, but don't need to be overly formal.

While people at the company maybe dressed more casually, this is the bare minimum for any interview.

Learn more: https://cultivatedculture.com/what-to-wear-to-an-interview/

