***RESUME Template – Replace details with Your Information.***

***See www.onrampstocareers.org/become-an-intern for a digital copy…***

**JAMILA INTERN**

 222-222-2222 (Cell)

jamlia.intern@gmail.com

**OBJECTIVE:** Internship with a technology employer to grow my skills and interest in computer programming, graphic design and customer service.

**EDUCATION:**Sample Senior High School, Washington, DC, Class of 2026 GPA 3.25

Information Technology & Graphic Design Focus

**SELECTED COURSES:**

* AP Computer Science Principles
* Graphic Design
* Networking & Cybersecurity
* JROTC drill, discipline and leadership

**SPECIAL SKILLS & INTERESTS:**

* Foundational knowledge of Adobe Creative Suite / Python / Networking
* Can create attractive posters and flyers using graphic software
* Able to follow written instructions, take notes and learn on the job
* Strong people skills and ability to communicate on the phone or in person
* Planning to study computer science/engineering/business in college

**VOLUNTEER & WORK EXPERIENCE:**

 **Volunteer Camp Counselor, District of Columbia Recreation Department**

Washington, DC, Summer 2012

* Led arts, crafts, sports, games, camping and hobby workshops for 8-10 year olds
* Learned employability and youth leadership skills in (Name of course)

**Short Order Cook / Cashier, McDonald's Fast Food Restaurant**

Washington, DC, January 2013 to present

* Ensured quality and courteous service in a fast-paced environment
* Perfect attendance

**ACTIVITIES:**

* JROTC Drill Team (2023-2025)
* Cheerleading (2022-Present)
* Enjoy biographies of famous people