

Sample SkillsUSA NLSC Competition Resume – High School

Jordan Taylor
123.555.1212
Jmtaylor@domain.com

123 Main Street
Leesburg, VA 20176

Career Objective

Tech-savvy high school student (*or graduate*) interested in technology and computer science, seeking part-time position to leverage passion for and knowledge of software development and troubleshooting. Eager to contribute technical skills and learn from experienced professionals in dynamic tech environment.”

Education & Training

Local High School, Leesburg, VA

August 2021 – May 2025

Computer technology emphasis. Certifications: Microsoft Fundamentals, CompTIA A+.

Experience

Part-time Cashier, Burger Barn, Leesburg, VA

October 2022 – present

- Service oriented: Provided excellent customer service and increased customer satisfaction by always showing respect to guests.
- Professionalism: Adhered to company dress code and other policies and procedures.
- Job-specific skills: Performed responsibilities without direct supervision, including processing over 30 customer transactions per shift, and balancing cash drawer at end of shift.
- Communication: Provided menu recommendations and answered questions regarding allergy issues.

Youth Zone Volunteer, Leesburg, VA

2021 – 2022

- Computer and Technology Literacy: Created a computer-based schedule to allow volunteers to enter availability using technology resources.
- Work-Ethic: Engaged in meaningful activities with younger clients, including tutoring and organizing leadership activities.
- Teamwork: Worked collaboratively with other volunteers to make sure all shifts are covered.
- Decision Making: Determined the best next step when dealing with behavioral challenges of younger clients.

Childcare Provider, Leesburg, VA

2018 – 2019

- Responsibility: Worked as regular babysitter for children from several families, honoring commitments to be available during the scheduled times.
- Self-Motivated: Created learning games that improved a 6-year-old's shyness.
- Safety and Health: Taught a toddler to swim, along with water safety lessons.
- Adaptability / Flexibility: Overcame barriers and roadblocks by turning a 3-year-old's dislike for peas into love.

Membership and Awards

SkillsUSA

2022 – 2025

- Chapter officer
- Planned and participated in chapter activities that resulted in receiving the gold level Chapter of Distinction honor.
- Competed in local, regional, and state-level Internetworking events.
- Earned a state silver medal in Prepared Speech.

National Technical Honor Society

2023 – 2025

- Chapter officer
- NTHS SkillsUSA Scholarship recipient

Local High School – Student Government

2024 – 2025

- Senior class president

Local High School – Golf Team

2023 – 2025

- Co-captain
- Regional qualifier

References available upon request.