

NATIONAL SECURITY AGENCY
HIGH SCHOOL WORK STUDY PROGRAM

123 Sample Street
Sample City, MD 12345
(301)123-4567
SSN: 123-45-6789
Email: sample@sample.com

RESUME
JOSEPH SAMPLE

OBJECTIVE: What do you expect to gain from the work experience in the High School Work Study Program at the National Security Agency?

EDUCATION: Name of High School
Graduation Date
Area of Interest (Office Assistant / Computer Aide)

RELEVANT COURSES: List all relevant courses that pertain to your area of interest (Business Computers, Office Technology, Keyboarding, etc.). List all software, programs, etc.

WORK EXPERIENCE: List any work experience

COMPUTER SKILLS: Self-explanatory

ACTIVITIES & HONORS: Self-explanatory