Thomas Garner

College Park, MD, 20740 ● garner@yahoo.com ● 410-888-8098

**ACADEMIC GOAL:** To attend a college or university with a strong English or Public Relations program and to pursue internships in public relations.

**EDUCATION**

 Tolbert High School, Towson, MD Expected Graduation Date: **May** **20XX**

 **Academic Honors:** Peer Tutor (English tutoring program)

 McMullen Program (4-year honors program with thesis project)

 AP courses (English, History)

 Top 10% of class

 National Merit Scholar Semifinalist

 **Athletics:** Junior Varsity and Varsity Football; All MIAA Senior Year

 Basketball and Rugby (Freshman/Sophomore)

 “Scholar Athlete” Nominee for National Football Foundation, 20xx

 **Extracurriculars:** Big Brothers Mentoring Program

 French Club

 Contributing Writer to the School Newspaper

**SUMMARY OF RELEVANT SKILLS**

* Very strong writing, oral communications, and presentation skills
* Excellent research, analytical, and critical-thinking skills
* Service-motivated with a keen interest in humanitarian services
* Proficient in MS Office, Adobe Acrobat, Photoshop, Lexus-Nexus
* Basic writing and conversational skills in French

**WORK EXPERIENCE**

Banquet Server, Martin’s, Westminster, MD **May 20xx – Present**

* Provided hospitality service at special events held at major hotels in the Baltimore area.

Laborer,Martin Sampson Concrete Co. Inc., Baltimore, MD **June 20xx – August 20xx**

* Worked 65- to 80-hour weeks doing concrete construction in and around Baltimore.
* Learned various construction techniques including some carpentry and masonry skills.

Warehouse Assistant,Odyssey School, College Park, MD  **June 20xx – August 20xx**

* Assembled and packaged lesson plans for home schooling programs.

*\*This resume is adapted from Creating Your High School Resume by Kathryn Troutman.\**