

Sample - Legacy Student

Your Address
City, State, Zip
Phone

[Personal email address](#)

EDUCATION

Legacy Christian Academy Frisco, TX
"Distinguished Academics" graduation track with a GPA of 4.0

ACTIVITIES

National Honor Society (10, 11, 12) 2/2006 – present
President (12) & Secretary (11); Coordinated and directed the publicity, collection, and delivery of Operation Christmas Child boxes (sponsored by Samaritan's Purse) (12); responsible for the ordering of refreshments for the spring NHS Induction ceremony (11). (5 hrs/wk - 36 wks/year)

School Yearbook, An Eagle's Eye View (11, 12) 6/2006 – present
Co-editor (11) and Editor (12); crafted a theme during the summer (11); aided staggers with spread assignments; organized the network folder; instructed staff on features in Adobe InDesign.

Volleyball (Junior Varsity and Varsity) (9-12) 8/2004 - present
Captain of the Varsity team (11, 12); only one captain is chosen by coaches each year (14 hrs/wk - 10 wks/year).

AWARDS & HONORS

- Texas Private School Music Educators Association All-State Choir (11, 12)
 - Legacy Christian Academy Outstanding Science Student of the Year (9, 11); academic-based award given to one student per year chosen by the science department faculty
 - ACSI Distinguished High School Student Award for Excellence in Athletics (11)
 - Varsity Volleyball Most Valuable Player Award (12)
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COMMUNITY SERVICE

Legacy Bible Church Youth Group Leader (11, 12) 8/2006 - present
Responsible for planning programs, preparing the budget, and reporting to Church Youth Council monthly (5 hrs/wk – 52 wks/ year).

Frisco Resale (11) 9/2006- 12/2006
Assisted the volunteer staff by sorting toys and clothes (2 hrs/wk - 10 wks/year).

WORK EXPERIENCE

Legacy & Associates, Inc. Frisco, Texas 6/2006 – present
Office Assistant; scanned and filed paper documents; entered and configured data in Microsoft Excel; organized electronic audit reports; installed and troubleshot printers, scanners, and software; set up and maintained multiple laptops; recycled old rechargeable batteries (3 hrs/wk - 12 wks/year).