|  |  |
| --- | --- |
| YOUR NAME  Seeking to secure a part-time job that allows me to gain valuable work experience while also providing an opportunity to contribute to a team. | 123 Your Street  Your City, ST 12345  **(123) 456-7890**  **your.name@gmail.com** |
| EDUCATIONChapel Hill High School, Chapel Hill, NCExpected Graduation Date: 20XX GPA: 3.85 VOLUNTEER EXPERIENCE  * Volunteered at the local animal shelter for a total of 50 hours over the past two years, assisting with tasks such as feeding and caring for animals, cleaning cages, and interacting with visitors * Participated in a community service project to beautify a local park, working with a team to plant flowers and clean up trash  EXTRACURRICULAR ACTIVITIES Captain of the varsity basketball team (20XX-20XX)  Member of the school's debate team (20XX-20XX) RELEVANT SKILLS  * Positive attitude and eager to learn * Adaptable and able to handle multiple tasks and responsibilities * Excellent teamwork and collaboration skills * Strong work ethic and commitment to meeting deadlines | HARD SKILLS  * Microsoft 365 * Google Workspace * Research * Social media * Content creation  LANGUAGES Fluent in Hindi Proficient in Spanish HONORS & AWARDS National Honor Society  Academic All-Star Award  Perfect Attendance Award |

**Logo

Description automatically generated**

**Dear Job Seeker,**

Our **Hybrid resume template** blends formal formatting with colorful accents to showcase both your personality and your professionalism.

The color in the skills section immediately pulls the hiring manager into your resume. When they see the skills they’re seeking, they’ll read the rest of your qualifications more closely.

The Hybrid resume template works for any job application, but it’s especially useful for creatives who work in [marketing](https://resumegenius.com/resume-samples/marketing-resume-example) or [UX design](https://resumegenius.com/resume-samples/ux-designer-resume).

If you’re still struggling to write your resume, here are some free resources to help you put together a resume that shows employers you’re the right person for the job:

·     [Free Resume Builder](https://resumegenius.com/?utm_source=Word_Doc&utm_medium=Resume_Builder_Link&utm_campaign=RG_Downloads)

·     How to Write a Resume

·     [Resume Samples by Industry](https://resumegenius.com/resume-samples?utm_source=Word_Doc&utm_medium=Resume_Samples_Link&utm_campaign=RG_Downloads)

Once you have a great resume, pair it with a convincing cover letter using our matching [cover letter template](https://resumegenius.com/cover-letter-templates/modern-templates" \l "2021). Here are a few resources to help you write a cover letter that gives your application the boost it needs to land you an interview:

·     [Cover Letter Builder](https://resumegenius.com/cover-letter-builder?utm_source=Word_Doc&utm_medium=Cover_Letter_Builder_Link&utm_campaign=RG_Downloads)

·     [How to Write a Cover Letter](https://resumegenius.com/cover-letters-the-how-to-guide?utm_source=Word_Doc&utm_medium=Cover_Letter_Guide_Link&utm_campaign=RG_Downloads)

·     [Cover Letter Examples by Industry](https://resumegenius.com/cover-letter-examples?utm_source=Word_Doc&utm_medium=Cover_Letter_Examples_Link&utm_campaign=RG_Downloads)

Best regards,

Shape

Description automatically generated with medium confidence