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| **EMILY CHEN** | |
| Newark, NJ • emily.chen@email.com • (321) 654-0987 | |
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| **Objective** | |
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| Hardworking high school senior with strong communication and organizational skills, seeking a part-time cashier position at Fresh Mart Grocery Store. Eager to provide excellent customer service, develop hands-on experience in retail, and contribute to the success of a team-oriented workplace. Dedicated to learning new skills and maintaining a friendly, efficient shopping environment for customers.  **Education**  **Eastview High School** *Expected Graduation: June 20XX*  Newark, NJ | |
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| **Extracurricular Activities** | |
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| **Student Council Member**  Eastview High School | *September 20XX–Present* |
| * Organize school events and fundraisers, improving leadership and organizational skills * Collaborate with peers and faculty to address student concerns * Managed a $2,000 event budget to successfully execute school functions * Led a team of 10 students to plan and promote campus activities | |
| **Volunteer**  Newark Community Food Bank | *June 20XX–August 20XX* |
| * Assisted in organizing and distributing food to families in need * Developed time management and customer interaction skills * Packed and sorted over 200 food parcels weekly for community distribution * Trained new volunteers in following food safety and handling guidelines | |
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| **Achievements** | |
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| * Awarded "Student of the Month" in May 2024 for exceptional dedication and reliability * Trained new volunteers in following food safety and handling guidelines |  |
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| **Additional Skills** | |
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| * Strong communication and interpersonal skills * Basic math and money-handling skills * Teamwork and collaboration * Time management * Multitasking | |

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**Dear Job Seeker,**

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| Ready to land your next job offer?  In addition to this Word template, we provide a whole host of expert resume and cover letter writing resources and tools that'll help you boost your job search and increase your chances of securing work. | |
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| Are you in a rush?  Speed up the application process by using a pre-formatted template: | |
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| Lastly, explore our job-specific resume and cover letter examples to ensure your finished application gives you the best chance of getting more interviews. |
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Good luck on the job hunt.

Shape

Description automatically generated with medium confidenceBest regards,

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| **Fonts**  This template uses free fonts that are compatible with PC and Mac. You MUST download and install these fonts on your computer, before opening the file, in order for it to work properly. | |
| [Lexend](https://resumegenius.me/4dTDx1F) ↗︎ | [Inter](https://resumegenius.me/3yxEdtx) ↗︎ |
| Font Installation  After downloading the fonts, simply open the zip folders and install each font file on your system. | |
| **A black and orange square with black lines  AI-generated content may be incorrect.** Windows Users  Right click the font file, select "Install". We recommend fully restarting your computer after the font installation. | **An apple logo with a bite taken out of it  AI-generated content may be incorrect.** Mac Users  Double click the font files, click "Install", and then restart MS Word. |