

RESUME

EXAMPLE 1



Carlson Heiser

New Braunfels, TX | (830) 000- 0000 | carlson.heiser@gmail.com

EDUCATION

Canyon Lake High School
New Braunfels, Texas

Expected Graduation May 2025

EXPERIENCE & VOLUNTEER WORK

Varsity Pools and Patios - Construction Crewman June 2021 – Aug 2024
Assisted with tasks like cleaning, chemical testing, and equipment maintenance, contributing to over 1000 well-maintained pools

Window Washing - Co-Owner May 2021 – Aug 2023
Oversaw window-washing projects for 25 clients, including commercial buildings and large homes, ensuring a customer retention rate of 85%

Oakwood Baptist Church - Toy Runner November 2023
Efficiently helped deliver over 50 toys to children in need by organizing logistics and coordinating with local charities, resulting in a smooth distribution process

New Braunfels Food Bank - Food Packer March 2022
Assisted in packing over 400 lbs of food for a local food drive, resulting in timely distribution to over 200 families in need

Canyon Lake PTA - Helper August 2022
Helped facilitate the setup, management, and teardown of the Scoot n' Shoot fundraiser for over 200 attendees, ensuring seamless event execution

EXTRACURRICULAR ACTIVITIES

Football Defensive End, Strong End, Deep Snapper 2021 - Present

Future Farmers of America 2021 - Present

- Chapter Conducting, Land Judging, Quiz, Sales Chapter Conducting
- Ag Sales, placing in District, Area and State Freshman, Sophomore and Junior Year

AWARDS AND ACHIEVEMENTS

Academic Achievement 2021 and 2022

Earned all A's Freshman year and Sophomore year

College Board Rural & Small Town Scholar 2022

Exceptionally high PSAT score among rural and small-town peers

TX Long Snapping Division II Super Snapper Award 2021

Highest earned points among peers in Texas Long Snapping Camp

SKILLS

- Leadership
- Customer Service
- Sales
- Event Management
- Entrepreneurship
- Self-Motivated



RESUME

EXAMPLE 2



JUSTYNE COVE

Kingsbury, TX | justyne.cove@gmail.com | (324) 000-1234

OBJECTIVE

To obtain financial assistance for my attendance at Texas A&M University starting in the fall of 2024, where I plan to study Business Administration through Mays Business School.

EDUCATION/ RELEVANT COURSEWORK

High School Diploma

Navarro High School; Seguin, TX
Current GPA: 3.978/4.0; Class Rank: 4/141
FHS Program Distinguished
Business and Industry Endorsement

Expected May 2024

College Acceptance

Texas A&M University; College Station, TX
Mays Business School – Business Administration

Starting Fall 2024

WORK EXPERIENCE

Zorn Bowling Alley – Pin Setter – Zorn, TX

2021-2023

- Reset and arrange pins after each player's turn to ensure the smooth flow of the game
- Characteristics Learned: Time Management, Teamwork, Attention to Detail

Rockin' R River Rides– Customer Service – New Braunfels, TX

Summer 2023

- Greeted customers over 50 customers daily, and directed them to desired location
- Characteristics Learned: Customer Service, Adaptability, Conflict Resolution

LEADERSHIP AND INVOLVEMENT

LEADERSHIP

FFA

- National FFA Leadership Convention – Selected to attend – Washington D.C. (Summer 2023)
- Chapter Reporter (2022-2023)
- Texas FFA - Lone Star FFA Degree (2022-2023)

4-H

- Texas 4-H Livestock Ambassador (2022-2023)
- Guadalupe County 4-H Ambassador (2023-2024)
- Navarro 4-H Club: 3rd Vice President (2023-2024); 1st Vice President (2022-2023); 3rd Vice President (2021-2022)

Navarro High School

- Navarro Varsity Baseball Manager (2023)
- National Honor Society inductee (April 2022)
- Navarro Freshman Volleyball Team (2020)

LEADERSHIP AND INVOLVEMENT

- **Guadalupe County Livestock Show** – assist with pen set-up and tear down (2020-2023)
- **San Antonio Livestock Show** – serve as a school tour guide (2021-2024)
- **Friedens United Church of Christ** – assisted with packaging food for community members (2023)

