

DIRECTIONS FOR RESUME

Your Name (*Put your first and last name*)

Street Address (*Put your house number and street name*)

City, State, Zip Code

Phone Number (*Start with your area code*)

Email Address

Education

High School Name – School City (*Put the name of the city where the high school is located*),
State (*Put the name of the state where the high school is located*).

Dates of Attendance

(*Put the month and year you started attending the school and the month and year that you last attended or graduated*).

Skills

- List computer or language skills here.

(*Think about all of the skills that you have developed and list them here. You have more than you think. Employers like to see that the person they are interviewing has skills, including people skills. It may be computer skills, or customer service skills, or communication skills, following directions well, or just a strong ability to relate to people and get along with others. If you speak or read a second language, list that here. These skills could be any that you learned on a job, in school, or in your personal and family life. Be proud here and list all of the good things about you that an employer will want to know about*).

- List other personal skills here.

Work Experience

Company Name, Dates of Employment

(*Put the name of the company or business where you worked. Put the date you began working and the date of the last day you worked. If you are not sure of the exact dates, put the month and year. Start with your most recent job*).

- Job Title, description, responsibilities

(*Put the name of your job and describe what you did in your job. Make your description short. Make sure you include all of things you did in your job*.)

Company Name, Dates of Employment

(List any other jobs you had before your most recent one. List each of them).

- Job Title, description, responsibilities

Achievements

- List academic and other achievements.

(List any achievements you have accomplished or awards that you have received throughout your high school years. Include any achievements in school or out of school, which could include achievements in the community, church, or any service organization such as the Boy Scouts or Girl Scouts.)

Volunteer Experience

- List volunteer experience, sports, clubs, etc., as well as dates of involvement.

(List any volunteer work that you did in school or in the community. Briefly describe the work you did and include the dates of your service).

- List volunteer experience, sports, clubs, etc., as well as dates of involvement.

(List any sports, clubs, or extracurricular activities that you were involved in and the dates of your involvement).