Your Name

📞 Your Cell Phone Number

✉ Your Email Address

[BE SURE TO DELETE ALL THE INSTRUCTIONS INSIDE SQUARE BRACKETS!]

[Optional Summary: adjust it as you apply for different types of jobs]

Who you are, what you want to accomplish in your career, and how that is a match for the specific job you are applying for.

Education

[Enter your high school experience here, in reverse order]

High School name, class of [date], [GPA if B average or above]

- [optional] What you did and a good outcome that relates to this job opportunity

- [Add more bullet points as needed]

[Add previous high schools and outcomes if appropriate]

[If you are applying for a technical job or one that requires specific courses, add relevant classes you've taken, online courses, or other certifications you've earned]

Experience

[Enter past jobs, internships, work site visits, mentoring, and any career themed portfolios or class projects here. If you haven't done any of these yet, delete this section]

Your most recent experience, date range

Most advanced position you held

- What you did in this position, and a good outcome that relates to this job opportunity

[Add previous experiences, positions, and outcomes if appropriate.]

Skills & Interests

[List any skills you didn't cover above that would be relevant to this position. This is a great place to include volunteering, clubs, participation in after-school groups, or other experiences that may be relevant to employers]

- A skill that relates to this job opportunity

- [Add more skills as appropriate)

Activities

[Only include this section if you're just starting out and didn't have much to write in the other sections of your resume]

- Name of activity that relates to this job opportunity, activity agency

- [Add more activities as appropriate]

Awards & Achievements

[If you have received any awards or achievements for what you've done, list them here. Otherwise delete this section]

- Name of Award that relates to this job opportunity, awarding agency, date

- [Add more awards as appropriate]