

# FIRST & LAST NAME

ADDRESS / EMAIL / PHONE NUMBER



## EDUCATION

**Degree Title | School**

CURRENT YEAR IN SCHOOL

Let us know what kinds of classes you excel at in this space! If you have a GPA over a 3.0 on a 4.0 scale, you should list it. If not, don't include it on your resume. If an employer really needs to know, they'll ask.



## EXPERIENCE

**Job Title | Company**

DATES FROM – TO

Describe your responsibilities and the details of your work.

This doesn't need to be a traditional "job!" Babysitting, dog sitting, volunteer work, and helping with a family business are all great to list. Still don't have anything to write down? Don't worry! Fill up your skills and activities sections.



## SKILLS

- List your skills in the bullet points.
- Let employers know what you're good at!
- If you like to talk, let them know you have excellent communication skills.
- Are you proficient in a second language? This is a very important skill to list.
- Have you taken a Photoshop class? You have experience editing photos.
- DON'T list irrelevant skills. An employer doesn't need to know you can hold your breath for an entire minute.



## ACTIVITIES & HONORS

Use this section to highlight your passions, hobbies, and past awards. Try to keep things current! Mention activities and honors from the past two years unless you have something very impressive and relevant to share from further back.



## REFERENCES

Be sure to list three references. Great choices are past employers, teachers, coaches, youth leaders, or any professional adult who will say nice things about you! Don't list a family member or a friend, and be sure to ask a reference before using them. List their full name, phone number, and relation to you.