

Name
Street Address
City, State, Zip Code
Telephone Number
Email Address

Sample Resume

[Use headings for sections that apply to you. List in chronological order, most recent first.]

OBJECTIVE *(Write a statement about what you are seeking to do next.):*

Examples
Only:
Create an
objective
that fits
YOU!

To attend ABC College in the fall, transfer to a four-year college/university and pursue a career in education.

OR

To obtain admission into a four-year university and earn a Bachelor's degree in Engineering.

OR

To obtain a retail sales position to gain experience for a future career in fashion and design.

EDUCATION *(List each high school you attended with the first one being the school you presently attend. List career-related and advanced coursework.)*

St. Charles High School
Waldorf, Maryland 20646

20__ - 20__ (years attended)

- Business Management and Entrepreneurship
- Investment and Financial Management and College Accounting
- AP English Literature and AP US History

HONORS AND AWARDS *(List any academic, athletic, or personal awards you have received. Provide the name of award, criteria for the award, and grade level awarded.)*

- Principal's Honor Roll (9, 10, 11,12) – 3.5 GPA or better
- National Honor Society (NHS) (11,12)
- Girl Scouts Gold Award *(or Boy Scouts Eagle Award)* (12)
- Scholar-Athlete Award – J.V. Softball (9,10)

Note:
List awards
starting with
the most
recent
received first!

HIGH SCHOOL CLUBS/ORGANIZATIONS *(List the name of club/organization, activities, total hours, and grade level.)*

- Yearbook Senior Editor (12) (100 hrs.)
 - Review articles and layouts
- Key Club (10, 11, 12) (85 hrs.)
 - Nature Walk-Wilderness Park – Conducted tour of park
 - American Heart Association Walk – Registered participants
 - Heal the Bay Clean-up – Picked up trash from beach sites

Note:
List most recent
participation first!
Include service
activities, leadership
positions, and total
hours with each
organization.

- Student Government Association (10, 11) – Vice President (11) (217 hrs.)
 - Blood Drive – Organized and provided patient care
 - Helped coordinate campus club activities
- Ecology Club (9, 10) (22 hrs.)
 - Bay Cleanups – Cleared trash from local bay area
 - Water testing – Assisted with testing of water from local water sites

ATHLETIC TEAMS/BAND (*List the name of sport, Varsity/J.V./Freshman, leadership positions, and grade level.*)

- Cheer Team (11,12) – Captain (12)
- Swimming – Varsity (11, 12), JV (10) – Team Captain (12)
- Band – Lead Trumpet in Jazz Band (11)
- Basketball - (9, 10, 11)
- Softball – JV (9, 10)
- Soccer – JV (9)

Note:
List most recent participation first! Include non-school sports teams, if participated while in high school.

COMMUNITY/VOLUNTEER INVOLVEMENT (*List the name of organization, city, state, title and/or leadership positions, total hours, duties, and grade level.*)

- Little Company of Mary Hospital (11, 12) (220 hrs.)
 - Filing, nurse’s aide, deliver flowers to patients
- Community Baptist Church – Youth Group Leader (10, 11, 12) (120 hrs.)
 - Organize and conduct activities for children
- Friends of the City Library (10, 11) (67 hrs.)
 - Cataloging books, stocking shelves, reading to small children
- Girl Scouts (9, 10, 11) (107 hrs.)
 - Park Community Service project (directed troop refurbishing of and pathways and planting new shrubbery)
- American Youth Soccer Organization (AYSO) Region 18 (10, 11) (70 hrs.)
 - Coach for 7-8 year girls
 - Referee for soccer games

Note:
List most recent participation first; include total hours of service with each group and describe service performed.

WORK EXPERIENCE (*List the name of the company, city, state, and years worked. List your job title, hours per week, and duties performed, and grade level.*)

- A, B, C Law Offices – May 2018 to present (15 hrs./week)
 - Receptionist, typing, filing
- Child Care (10, 11) (6 hrs./week)
 - Supervise children ages 4 to 10, plan activities, prepare snacks

Note:
List most recent employment first! Include hours per week and duties performed.

SKILLS, STRENGTHS, HOBBIES or TALENTS (*List any skills, strengths, hobbies, or talents you have based on your self-assessment.*)

- Music – Played piano since the age of 10
- Computers – Programming (JAVA)
- Biking
- Bowling