

Name: _____

Address: _____

Phone Number: _____

Email: _____

Objective: In one sentence this demonstrates what your career goals are.

Examples:

- High school senior seeking entry level employment in retail
- Recent highschool graduate seeking full time employment in the service industry.

Education: Where do you attend school? You can list any awards or achievements that you are proud of here (not required) including GPA, certain classes, clubs, honor roll, etc.

Name of School _____

Expected Graduation Date: _____

GPA (if you want to include): _____

Any classes, clubs, or awards you want to list:

Experience: List any type of experience you may have that has prepared you for getting a job. This can include volunteer work, internships, working for events, etc.

Example: babysitting-

Child Caretaker, Family Name, Dates

- Responsible for the safety and wellbeing of the children while under my supervision.
- Fed and provided fun activities for children.

Job Title _____

Dates worked _____

Company or supervisor _____

Duties:

- _____
- _____
- _____

Job Title _____

Dates worked _____

Company or supervisor _____

Duties

- _____
- _____
- _____

Skills: List skills you are proud of and make you a good candidate for a position. Below is a list of skills that employers find valuable. Be genuine and have an example of how you have used your skills listed ready to share in an interview. Also think on the skills you need to work on and how you will begin to gain them.

Examples of Skills:

Adaptable, Analytical, Collaboration, Communication, Creative, Decision Making, Dependable, Dedicated, Empathetic, Flexible, Focused, Honest, Initiative, Innovative, Leadership, Ability to Prioritize, Organized, Problem Solving, Professional, Resilient, Self-starter, Teamwork, Tenacity, Time management, Willing to learn and accept constructive criticism.

List 4 or 5:

- _____
- _____
- _____
- _____
- _____

References:

Most jobs require 3 adult references. Typically these do not need to go onto your resume however, it is important to have these ready to go! Many applications require you input these on the actual application. Family members are typically not allowed/recommended.

Reference Name (First and Last): _____

Phone number: _____

Email (if applicable): _____

Reference Name (First and Last): _____

Phone number: _____

Email (if applicable): _____

Reference Name (First and Last): _____

Phone number: _____

Email (if applicable): _____