

# FIRST & LAST NAME

[Street Address, City State ZIP Code] | [Email] | [Telephone]

**OBJECTIVE** | What is your goal of creating this resume? To obtain the position of .... To gain acceptance to ... college.

**EXPERIENCE** | **[JOB TITLE]** [COMPANY NAME]  
[DATES FROM – TO]  
Provide a brief description of your key responsibilities and the tasks you performed at your job.

**EDUCATION** | **GUAJOME SCHOOLS, VISTA, CA**  
HIGH SCHOOL DIPLOMA  
You might want to include your GPA here and a brief summary of relevant coursework, awards, and honors.

**COMMUNITY SERVICE** | **[COMMUNITY SERVICE JOB]** [COMPANY NAME]  
[DATES FROM – TO]  
List all community service in which you have participated in and general dates of participation during your high school years. Also, include leadership roles and descriptions of the tasks you performed during service.

**SKILLS & ABILITIES** | List the things that you have done or a special skill you may have. For example, bilingual or multilingual or specific computer skills.

**AWARDS & HONORS** | List any awards or honors you have received (including CSF, honor roll, etc); include date you attained the award or honor.

**INTERESTS & HOBBIES** | List some activities in which you have participated such as sports teams or clubs and your personal interests.

**REFERENCES** | **[REFERENCE NAME], [TITLE]**  
[COMPANY]  
[Contact Information]  
**[REFERENCE NAME], [TITLE]**  
[COMPANY]  
[Contact Information]