

First and Last Name
Street Address City, State, Zip
Phone (*Landline or Cell*)
Email Address

Education

List the school you currently attend and years you have been in attendance. Be sure to include the names and dates of any other schools you have attended for high school.

Honors and Awards

Include academic, artistic and/or athletic honors and awards, plus the year received (9th, 10th, etc.).

Leadership Positions

Be sure to reference any leadership positions you have had within school and/or with any of your extracurricular activities.

Extracurricular Activities

Include relevant information about how you spend your time outside of the classroom: club activities, drama productions, artistic endeavors, and athletics. Include the number of years/grades (high school only) for each activity.

Volunteer Experience

Provide the name of the organization, the time period and type of service work involved.

Work Experience

Use this section to highlight any job or internship experience. List the company you worked for, dates of employment, the positions you held and a bulleted list of responsibilities. If you haven't had a regular job before, be sure to include positions like babysitting, house sitting, or pet sitting.

Company Name: City, State

Job Title: Dates Worked + Responsibilities / Achievements

Note: Use a traditional font and limit your resume to one page. Eliminate those sections above that don't apply and add a category, if needed. If you have questions about formatting and/or content, please see your College Counselor.