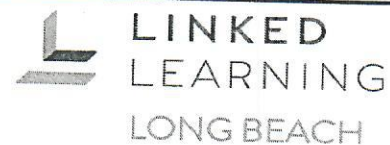


RESUME TEMPLATE



First Name, Middle Initial, Last Name (Bold)

Primary Contact Number

Professional E-Mail Address (i.e. janetsmith2000@gmail.com)

JOB OBJECTIVE: *(Please Be Specific. Customize the objective to the job you are seeking.)*

➤ For Example → Seeking a part-time opening with your organization as a Retail Associate or similar.

SUMMARY OF QUALIFICATIONS

➤ Try to include a mix of both soft skills and hard skills, and be as specific as possible in order to help yourself stand out from the crowd. **Soft skills are your people skills, or qualities you possess** that would make you a good employee. (Examples include: outgoing, friendly, honest, good listener, strong communicator, self-starter, customer service, etc.) **Hard skills are job-specific skills**, or things that you can actually do. (Examples include: technology skills, data entry, handling money, operating a cash register, filing, ability to speak another language, etc.)

EDUCATION

Name of High School _____

Expected Graduation Date (Month/Year) _____

SLC/Pathway _____

Honors/Awards/Certificates from school (optional) _____

GPA (optional; please list if 3.0 or above) _____

WORK EXPERIENCE

(List any paid/unpaid employment, paid/unpaid internships, or any volunteer/community service one week or longer)

1. Company Name: _____ Address (city & state only): _____

Job Title: _____ Employment Start/End Dates (Month/Year): _____

Job Responsibilities: _____

2. Company Name: _____ Address (city & state only): _____

Job Title: _____ Employment Start/End Dates (Month/Year): _____

Job Responsibilities: _____

EXTRACURRICULAR ACTIVITIES

(List any clubs/sports, short-term volunteer work (one week or less), leadership activities or constructive hobbies)

