

Your Name

Street Address
City, State, Zip Code
Phone Number

Email address **Make sure it is professional**
Use correct information and correct formatting.

Education

High School Name – School City, State
Dates of attendance

List name, address, dates as well as any area in which you excelled.

List associations and extracurricular activities either here or in an achievements section.

List any concurrent enrollment courses or trade schools.

Work Experience

Company Name, Dates of Employment

- Job Title, description, responsibilities

Include company contact information as well as your responsibilities. Make your job sound glamorous. Use words like responsible for... ensured efficiency ofmaintained....

Achievements

If you have specific awards, you may list them here. Don't forget CTE Skills Certificates. This section is optional

Activities

- List volunteer experience, sports, clubs, etc as well as dates of involvement

List any sports, clubs, organizations (BSA, Youth Council, etc.). Make them relevant (do not include your membership of the wolf pack).

Skills

- List computer, language or other personal skills here

List hard skills (computer skills, Accounting skills, welding skills, photography skills, proficient in MS Word, etc.) as well as soft skills (hard worker, good communicator, fast learner, punctual, etc.)

References

- Name, title, contact information

List someone who has seen you work. For example: employers, teachers, church leaders, neighbors.

Avoid family members.