

RESUME TEMPLATE

First and Last Name

Mailing Address

City, State, Zip Code

Phone Number

Email Address

(Note: your email address should be simple and should not contain inappropriate words.)

EDUCATION

School name, highest grade/degree completed

DATES

(City, State)

ACHIEVEMENTS

- School awards
- Club awards or accomplishments
- Other significant achievements

EXPERIENCE & SKILLS

(Note: Include paid work and volunteer work.)

Month, Year Started — Month, Year Ended

(Note: Start with your most recent experience.)

- List skills and knowledge you used in this position.
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Month, Year Started — Month, Year Ended

(Note: Start with your most recent experience.)

- List skills and knowledge you used in this position.
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OTHER SKILLS & ACTIVITIES

(Note: Only include activities and hobbies that reflect possible job skills.)

- For example: Foreign language skills
- For example: Computer skills - word processing, Internet, email
- Sports, length of time participated
- Community clubs and organizations, length of time participated
- Hobbies, length of time participated

REFERENCES

(Note: Do not include family members. Also, receive permission in advance to use the person as a reference.)

- First and last name; relationship to you; phone number or email
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