

FIRST NAME LAST NAME

city, state | cell phone number | professional email

EDUCATION

Name of School

Graduation Month Year

Courses: [Add any classes you want to highlight]

Activities: [Clubs, programs, etc you want to highlight that's related to the job you want]

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EXPERIENCE

Name of Company or Program

Month Year - Month Year

Job title/position

- Each bullet point reflects a specific and sufficiently detailed description of the quality, characteristic, or skill and reflects critical and/or strategic thinking
- Be detailed, give data if possible

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- Sample bullet point

ADDITIONAL INFORMATION

Languages: [Add language and how fluent you are. E.g., fluent / basic conversational / intermediate / learning]

Technical Skills: [Add technical skills]

Social Media Skills:

Interests: [Add your interests]

Resume Checklist

RESUME CRITERIA: Style and Appearance: Check all that apply

- Fills one page without overcrowding
- Font style and size are consistent and readable
- Margins are acceptable
- Formatting and spacing are consistent
- Section headings reflect the content

Resume Feedback: Contact Information and Education

- Includes contact name, professional email, and phone number in the heading
- Each educational institution listed includes name, location, and (expected) graduation month/year
- Optional: Major(s) or area of study (i.e. pathway) are indicated, as appropriate
- Optional: Relevant coursework is listed, as appropriate

Resume Feedback: Experience Section

- Organization name, position title, location, and dates are included
- Bullets begin with strong action verbs
- Bullets are concise, direct, and indicate one's impact/accomplishments
- Personal pronouns are omitted

Resume Criteria: Skills and Interest

- Listings are relevant for an entry-level position
- Listings are concise
- Level of proficiency is indicated for language or technical skills

Resume Feedback: Spelling, Capitalization, Punctuation, and Grammar

- Spelling is error-free
- Capitalization is error-free
- Punctuation is error-free
- Grammar is appropriate (e.g. verb tenses, pronouns)

Bullet Points

- Each bullet point reflects a quality, characteristic, or skill that is required of the position being sought.
- Each bullet point reflects a specific and sufficiently detailed description of the quality, characteristic, or skill and reflects critical and/or strategic thinking
- Action/Result or Result/Action format
- Appropriate use of powerful, action-oriented language
- Appropriate jargon of targeted industry/position
- Correct spelling – do not depend on the spell checker
- Correct grammar, punctuation and spacing

3rd Pass: The Value Added / Impact

- ❑ Each bullet states the value created by the action
- ❑ Preferably quantified results (\$ or %, whichever shines the best light)

Result achieved preferably by individual; if not, then team, department or business unit, and lastly the organization

ISABEL PEREZ

Los Angeles, CA 90018 | 213-555-5555 | isabel.perez@email.com

EDUCATION

Mann UCLA High School, Los Angeles, CA

June 2024

Courses: AP Calculus AB/BC, AP Computer Science

Activities: Strategy Club, Honors Society

EXPERIENCE & EXTRACURRICULAR ACTIVITIES

Buro Happold

Summer 2022

Technical Support Volunteer

- Installed and configured computer systems for dozens of computers for 2 public schools (John Muir Middle School and Manual Arts High School).
- Worked directly with the Associate Director of IT to solve technical and applications problems.

The Intern Project Career Devel.

Summer 2022

Intern

- Exposed to different professions and careers to build up workforce skills
- Gained technological skills using google suite applications (E.g Google Docs, Google Sheets)
- Learned skills in career development, social media, communication, networking

Big Brother Big Sister

2019-2020

CBS Mentorship Program

- Selected as 1 out of 30 student mentees from West Adams Preparatory High School
- Received professional development training and mentorship from an entertainment executive from CBS (e.g., Networking, Resume building) over the course of 2 years.

Tutor / Baby Sitter

Summer 2019

- Conducted hands-on activities to 2 middle school students on multiple subjects; tested for learning by administering individual and group exercises
- Ensured a safe environment, prepared meals, performed light housework, and disciplined when necessary

ADDITIONAL INFORMATION

Languages: Spanish (fluent), Mandarin (learning)

Technical Skills: Google Suite, Microsoft Office, Adobe Photoshop, Social Media (e.g., Instagram)

Interests: reading, soccer, playing guitar, cooking

REFERENCE PROVIDED UPON REQUEST