

Resume Information Collection

Information you should have before you write the best resume possible.

Directions: Complete the chart to the best of your ability.

CONTACT INFORMATION:

<i>Address</i> (includes apt. #)	<i>City</i> (probably Brooklyn)	<i>Zip Code</i>	<i>State</i> (abbreviation = NY)	<i>Phone</i> (cell)	<i>Email</i> (personal)

EXPERIENCE:

<i>JOB #1: Company Name & your title</i> (Volunteer/babysitting count)	<i>Job Address:</i>	<i>Job Zip Code</i>	<i>Job State</i> (abbreviation = NY)	<i>Job Phone</i>

<i>Job #1 Description:</i> (what were your responsibilities, daily role, general experience, etc.)	<ul style="list-style-type: none">••••
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<i>JOB #2: Company Name & your title</i> (Internship/family business count)	<i>Job Address:</i>	<i>Job Zip Code</i>	<i>Job State</i> (abbreviation = NY)	<i>Job Phone</i>

<i>Job #2 Description:</i> (what were your responsibilities, daily role, general experience, etc.)	<ul style="list-style-type: none">•
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	<ul style="list-style-type: none">
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JOB #3: Company Name & your title (Internship/family business count)	Job Address:	Job Zip Code	Job State (abbreviation = NY)	Job Phone

Job #3 Description: (what were your responsibilities, daily role, general experience, etc.)	<ul style="list-style-type: none">
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EDUCATION:

School Name:	School Address::	School Zip Code	State (abbreviation = NY)	Phone (cell)
Brooklyn High School of the Arts	345 Dean St. Brooklyn, NY	11217	NY	(718) 855-2412

Grade (9th, 10th, 11th, 12th)	Cumulative GPA (1.0-4.0)	Dates attended (You start in Sept. as a freshman, graduate as a senior, in June)	Major	Expected graduation date (June 2024 if you are a senior)
		Sept. [year] - June [year]		June, ____

Any academic honors (ex. National Hon. Society, AP Classes, or attendance awards, etc.)	
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Relevant extracurricular activities (Sports, church, student council, etc)	
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REFERENCES:

(must have three; NOT family; work, school, church, club, sport, etc.):

	Name (first & last)	Role/Position to you (employer, mentor, coach, etc.)	Address (full)	Phone (cell or work)
#1				
#2				
#3				