

Build a Resume from Scratch Template

- Make a copy of the resume below and use it as a template to create your own!
- ***Be proud and brag about your accomplishments!***
- Limit resume to one page.
- Only put accomplishments and skills on your resume that you want to be doing in the future.
 - Example: If you are good at creating spreadsheets and they don't bring you any joy, if you put it on your resume, people will ask you to continue doing that.
- Add the most important information to the top of your resume: use the summary section to your advantage.
- Be succinct and tell a story within each bullet point when possible.
- *Take what you need; leave the rest!*
 - At the current stage of your life, having education at the top is the best option; as you continue to progress in your career, you can move that to the bottom.
 - Use the sections provided above to create YOUR resume: delete the sections that you don't need.
- A resume is a *marketing tool* used to get you to the next step in the hiring process.

NAME

you@email.com | phone number | Location (area, not address) | LinkedIn (hyperlink, *optional*)

SUMMARY

Recent [high school graduate] seeking [internship, opportunity, etc] in the [industry].
Targeting a [adjective (ex: large, tech, small, local, sustainable)] company where I can learn _____, _____, and _____.

EDUCATION

HIGH SCHOOL NAME, City, State

Class of 202X

Courses: (optional)

GPA: (optional)

ACADEMIC PROJECTS

YOUR ROLE: *Project*

- A compelling, impactful statement that is succinct. Each bullet should tell a story.
- See above. (optional)

EXTRACURRICULARS

YOUR ROLE: *Activity*

- A compelling, impactful statement that is succinct. Each bullet should tell a story.
- See above. (optional)

COMMUNITY SERVICE

VOLUNTEERING

WORK EXPERIENCE

INFORMAL WORK

AWARDS AND HONORS

- Awards, recognition.
- Use this area to brag.
- Brag, more.