

Full Name

Street Address

City, State Zip Code

(916) 555-1234

appropriate.email@mail.com

(make sure you have a professional sounding email,.)

Objective:

One to two sentence summary of what you hope to accomplish and why you are applying to the job, scholarship etc. Show ambition, maturity and confidence in your wording.

Education:

Name of School (2008-present)

GPA:

Honors/AP/higher level courses taken:

Work Experience:

Most recent employer, position, (Date started- Date ended)

Duties: What you did. Responsibilities you had. Skills you obtained and used. Show how well-rounded you are with a variety of experiences.

Reason for leaving: Sound professional and positive. Not "I quit" or "I was fired"

Next most recent employer, position, (Date started- Date ended)

Duties:

Reason for leaving:

NOTE: If you do not have work experience, or very little, include a personal attributes section and/or volunteer work section if you have a significant amount of volunteer work.

Interests:

Volleyball, golfing, rafting, camping, working out, food, travel, shopping, pop culture etc.
(Be appropriate, sound interesting and well-rounded.)

References:

Person 1, their job title or how you know them. **try to get variety of people (employers, parents friends, teachers). Make sure to ask if it is ok to use them as a reference.
(406) 555-5244 or email.mail.com

Person 2, owner of business
(406) 555-5571 or email.mail.com

***Try to keep resume and cover letter to one page each.**

*** Make it eye catching but clean looking**

***PROOF READ!!! Nothing will ruin a first impression like typos**