

Generic Resume Template CHHS

Information and Directions

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There are recommended items in each section to help you get started, including items that may or may not be relevant to you. **Be sure to remove anything that does not pertain to you, and add additional items specific to you.**

How to use this template:

- Make a copy and rename the file Resume - First Name Last Name
- Do NOT include a street address - this is no longer required.
- Employers may do an online search for you related to the email address you provide - pick an email address that will show your professional side.
- Be sure to check the email and phone number listed on your resume for responses after submitting your resume.
- Remove the header from the first page of the resume, but keep it on any additional pages.
- Remove the NOTES section at the end of the resume template.
- Feel free to move sections around - list sections in order of importance as related to your application.
- Use [action words](#) - active, not passive
- It is ok to go more than one page, but be sure key points are listed on the first page.
- It is ok to list out of chronological order if important item needs to be listed first.
- Do not include anything about references on the resume. If providing references on the application or later, always ask for reference BEFORE providing contact info for a reference.
- It is ok to use a different format - this is only a template to use as needed. Just be sure to use a format that is easy to read.

If you are applying to a job, college, or scholarship specific to a CTE class, you may prefer to use that program's specific resume template as you get started (see below).

Please contact [Jennifer Walker, Career Development Coordinator](#), for assistance. I am happy to meet with you for resume assistance and review. Be sure you get your resume reviewed by at least two people before submitting to a job, college, or scholarship program. For additional resources, see the [CHHS CIC Resume webpage](#). Good luck!

Program Specific Resume Templates:

 Auto-Focused Resume Template CHHS Walker

 IT-Focused Resume Template Walker

 Adobe Resume Template CHHS CTE

 Biomed-Focused Resume Template CHHS

 Culinary-Focused Resume Template