

Your Name

Address (spell everything out, no abbreviations)

City, Maryland Zip Code

Area Code – Phone Number

Email – professional – not crazy

EDUCATION

Paint Branch High School

09/yr – Present

14121 Old Columbia Pike

Burtonsville, Maryland 20866

WORK EXPERIENCE*

Business Name (Job #1)

Mo/yr – mo/yr

City, State

- Duties: (briefly list responsibilities)

Business Name (Job #2)

Mo/yr – mo/yr

City, State

- Duties: (briefly list responsibilities)

COMMUNITY SERVICE**

Organization Name

Mo/yr – mo/yr

City, State

- Duties: (briefly list responsibilities)

ACTIVITIES

- (List all clubs, organizations, athletic teams)

Mo/yr – mo/yr

AWARDS

- (List any awards, certificates, scholarships, honors and year when won)

SKILLS

- (List the skills you've learned that will help you get this job including computer programs you are familiar with; if you are bilingual, list the other languages you speak - example: "Fluent in Spanish")

REFERENCES

- Available upon request

Resume Notes to Keep in Mind:

** List all job experience under Work Experience; if you have never worked, delete this section and include your Volunteer or Community Service*

***How did you earn SSL hours? List volunteer or community service under Volunteer Service. You can title this section either Community or Volunteer Service.*

PLEASE DELETE THIS SECTION AND ALL ASTERISKS (ABOVE) ONCE YOU ARE READY FOR A FINAL DRAFT!!!