



RESUME TEMPLATE FOR HIGH SCHOOL JUNIORS

Follow the instructions below to make a great resume

Instructions:

1. Create a copy of this document (“File” > “Make a copy”)
2. Customize according to your skills and experience
3. [Come chat with us](#) if any of the following apply:
 - a. You want help filling in the blanks
 - b. You want to see finalized resumes to compare
 - c. You will be applying to college in the fall and don’t know where to start with the application process
 - d. You don’t want a great resume, you want an excellent one

Schedule a call

The below resume template is here to assist you in highlighting your achievements and skills. Best wishes for your applications!

First Name Last Name

[Professional Email Address] • [Phone] • [City, State]

EDUCATION

School

City, State

GPA: X/4.0

Month/Year - Present

Coursework: [list your most impressive coursework, particularly ones that may be relevant]

School involvement: [e.g. national merit, book club member, key club member]

EXTRACURRICULARS AND LEADERSHIP

Company/Organization Name

City, State

Your Title

Month/Year - Month/Year

- Provide an action-oriented description of what you accomplished/the impact you had in this role
- Provide an action-oriented description of what you accomplished/the impact you had in this role

Company/Organization Name

City, State

Your Title

Month/Year - Month/Year

- Provide an action-oriented description of what you accomplished/the impact you had in this role
- Provide an action-oriented description of what you accomplished/the impact you had in this role

WORK AND VOLUNTEER EXPERIENCE

Company/Organization Name

City, State

Your Title

Month/Year - Month/Year

- Provide an action-oriented description of what you accomplished/the impact you had in this role
- Provide an action-oriented description of what you accomplished/the impact you had in this role

Company/Organization Name

City, State

Your Title

Month/Year - Month/Year

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PERSONAL

Skills: [List hard skills like Google Slides, Excel, Powerpoint, Canva, coding languages, etc.]

Soft skills: [Highlight soft skills like written and spoken communication, time management, etc.]

Honors and awards: [List any honors or awards]

Languages: [List non-English languages and briefly describe reading/writing/speaking proficiency]

Interests: [List any of your interests - sports, music, books, academic subjects, etc.]

DO NOT EXCEED ONE PAGE.