

Resume Template

Student Personal Information

Name

Mailing Address

Street: Apartment Number: City: State: Zip Code:
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Phone Number (home or cell phone -- if you are giving your cell phone, make sure your voice mail greeting is something you would want an employer to hear!)

Email address (make sure it is a professional email address that features your name!)

SAMPLE:



Education

Name of School

Expected Graduation Date

GPA if it is 3.0 (or 80) or higher

SAMPLE:



The sample entry is on a dark blue background. It lists 'EDUCATION: 09/04-present' followed by 'Brooklyn Technical High School, Brooklyn, NY', 'Major: Biological Research', 'Overall GPA: 94', and 'Expected Graduation Date: June 2008'. Annotations include an arrow pointing to 'Brooklyn, NY' labeled '1. School', an arrow pointing to 'June 2008' labeled '2. Graduation', and a bracket pointing to 'Overall GPA: 94' labeled '3. GPA'.

EDUCATION:
09/04-present

Brooklyn Technical High School, Brooklyn, NY

Major: Biological Research

Overall GPA: 94

Expected Graduation Date: June 2008

List any honors and/or Advanced Placement classes that you have successfully completed)

Paid Experiences and Volunteer Experiences

- Include the position, where you did it and for how long
- If the experience was in the past - use past tense active verbs like "directed" or coordinated"
- If you're currently doing it - use present tense active verbs
- Try to mix up your descriptions so you don't use the same verbs repeatedly (see [here](#) for action words)

SAMPLE:



List five adjectives that best describe you.

Skills (Languages, computer skills, etc.)

List any clubs, teams, activities or religious groups that you have participated in

Interests/Hobbies (Things you enjoy that could spark a conversation)

See the image below for a sample of a resume that brings together all of the above information.

A Provider's Guide		
Summer Youth Employment Program		
<div><div><div>Ebony Jones 287 East 15th Street Apt. 3R Brooklyn, New York 11226 (646) 555-1234 e.jones@email.com</div><div><div>SAMPLE</div><div>RÉSUMÉ</div></div></div></div>		
EDUCATION: 09/04-present	Brooklyn Technical High School Major: Social Science Research Overall GPA: 94 Anticipated Graduation Date: June 2008	Brooklyn, NY
WORK EXPERIENCE: 07/06-08/06	JP Morgan Chase Intern / Cash Assistant Office Clerk ❖ Assisted in currency proofing process. ❖ Facilitated customer transactions.	Brooklyn, NY
07/05-08/05	Central Brooklyn GEAR UP at Metrotech Clerical Assistant ❖ Responsible for filing member files. ❖ Updated organization's member contact lists.	Brooklyn, NY
VOLUNTEER: 09/04-06/05	Alexine A. Fenty Elementary School- Champions Club ❖ Guided students to each of their activities. ❖ Conducted student dismissals.	Brooklyn, NY
006/04-08/05	Youth Education and Sports ❖ Participated in various community events. ❖ Planned member activities.	Brooklyn, NY
SKILLS:	Computer: Proficient in Microsoft Word/Excel/PowerPoint, Internet Research. Language: Fluent in Spanish.	
HONORS ACTIVITIES:	Junior Leadership Club Brooklyn Technical Concert Orchestra Freelance Tutor Find-A-Cure Club	
REFERENCES:	Provided upon request.	