

FULL NAME

Mail Address
City, State, Zip Code
Email
Phone Number

Profile

Brief description of your interests/strengths

Education

SCHOOL NAME, Class of _____

- AP Courses & College in High School
 - o List them if you've got them
- Honors Courses
 - o List them if you've got them
- List relevant elective classes
- Special courses your high school offered
 - o Describe them if need be
- List clubs you were apart of
 - o What work did you do with them?
- List if you were apart of Student Government or Leadership
 - o What did you do to help improve your school?

Work &
Volunteer
Experience

Organization

Month Year-present

Role/Job

- Describe tasks you did in that job
- Three or four bullet points per job

Organization

Month
Year-present

Role/Job

- Describe tasks you did in that job
- Three or four bullet points per Job

Organization

Month Year-present

Role/Job

- Describe tasks you did in that job
- Three or four bullet points per job

Organization

Month
Year-present

Role/Job

- Describe tasks you did in that job
- Three or four bullet points per job

Skills &
Awards

- List three things
- You can do it!
- Tailor this section to specific jobs!