

Blank Template.

Your Name

1234 Street Address, City, ST ZIP Code•phone•e-mail

Education

High School Name City, ST
GPA: *(Note weighted or unweighted)*
Class rank:
SAT: ACT:
Coursework: (specialized or out of the ordinary work only)

Academic Awards & Achievements

National Honor Society (and others)

Work Experience

Organization Name City, ST Dates
Job Title

- Responsibilities
 - Activities
 - Achievements
- (In this section, use descriptive verbs to detail your job and the duties you performed. In a bullet list, you must have more than one bullet point.)*

Employment Skills

List your computer skill, certifications, training received....

Activities & Awards

Extracurricular Activity Years or Grades performed

- Description of involvement
- Awards and achievements

Extracurricular Activity Years or Grades Performed

- Description of involvement
- Awards and achievement

Community Service (and/or) Volunteer Activities

Organization Years or Grades Performed

- Description of involvement
- Awards and achievements

#hrs/week

#weeks/yr

Organization Years or Grades Performed

- Description of involvement
- Awards and achievements

#hrs/week

#weeks/yr

This is only an example of one way to layout your resume. Make this document a personal representation of your academic and extracurricular life. Keep it to one-page, anything beyond runs the risk of not being read. The arrangement of the areas is up to you. Whatever shows you in the best light should come first. If you do not have anything for a specific area, then delete that section. Personalize the font – as long as you keep it professional – use italics and bold lettering to call attention to specific information. Participation time must be listed as hours per week and weeks per year. You will be asked for this information in that form on the applications, so start collecting that data now.