123 Circle Drive

City, State 12345

000-000-000

username@domain.com

|  |  |  |
| --- | --- | --- |
| **EDUCATION** |  | **SCHOOL NAME - CITY, STATE - DEGREE AND DATE**GPASpecial Classes (AP/IB, Honors, etc. These are only highlights you think stand out) |

\*

|  |  |  |  |
| --- | --- | --- | --- |
| **SKILLS & ABILITIES** |  | List 3-4 special abilities in each column.Examples can include:Quick learnerStrong verbal communicationCollaborative team memberExcel in [areas of expertise]Issue resolutionAttention to detailEnergetic and organized | Excellent analytical skillsCooperative team memberOutstanding interpersonal skillsComputer proficientExtremely organizedMicrosoft Office, Excel, PowerPoint proficiencyPowerPoint proficiencyMicrosoft Office |

\*

|  |  |  |
| --- | --- | --- |
| **SERVICE** |  | List service projects you have been involved in |

\*

|  |  |  |
| --- | --- | --- |
| **LEADERSHIP** |  | List leadership positions you have held |

\*

|  |  |  |
| --- | --- | --- |
| **EXTRACURRICULAR** |  | For a high school student, especially one without much work experience, extracurricular activities should be listed to give an idea of who you are |

\*

|  |  |  |
| --- | --- | --- |
| **WORK EXPERIENCE** |  | **POSITION, COMPANY NAME**Start date - End date* you could also list special and outstanding tasks
 |

\*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **REFERENCES** |  | **NAME**position/relationship to you 123-123-1234Address or email | **NAME**position/relationship to you 123-123-1234Address or email | **NAME**position/relationship to you 123-123-1234Address or email |