

First Name Last Name

Home Address

Email address

Phone number

OBJECTIVE

Outstanding student with experience in sales and sports seeks opportunity to learn by doing while working with a sports retail company through Job For A Day, a part-time job, or summer internship.

SUMMARY

- Strong communication skills
- Strong work ethic
- Team player
- Dependable

SKILLS

- Fluent in a language (Spanish, French, etc.)
- Computer Skills: Microsoft Office
- Charts and graphs

EDUCATION/ORGANIZATIONS

- Woodgrove High School – Class of 2017, GPA 3.04
- JA – Junior Achievement
- DECA – (International Association of Marketing Students)

PERSONAL INTERESTS

- Swimming
- Reading
- Traveling

REFERENCES

- See reference section below

WORK EXPERIENCE

- Summer 2015 – Office Depot
- Summer 2014 – Lifeguard

Writing a resume is one of the hardest things for anyone to do. We hope the following points and descriptions will help you with writing yours.

- Use legible font and the same font throughout your resume. You may use different size font for headers. Headers include: Objective, Summary, etc.
- Do not use any form of script font. It can be difficult to read and you want the employer to be able to read your resume (example of script font: *First Name, Last Name*).
- Margins should be .75 or 1.00 inches.
- Items should be listed in bullet format, no paragraphs. Do not include pictures, designs, etc.
- Use correct spelling and punctuation.
- Have someone read your resume before you submit to an employer.
- Be serious! Don't add things like, "seeking a job that pays a lot of money."
- Every piece of information you choose to include in your resume, and the way it is presented, is part of your personal brand. It can affect you either positively or negatively in the eyes of the reader. Start with a GREAT resume now, continue to update and improve upon.

Resume Sections:

1. First Name, Last Name: Self-explanatory - enter your first and last name. You may also use a middle initial or middle name.
2. Email Address: Be sure it's a professional email address. You'll want your email address to be simple and straightforward and to be taken seriously when presenting your credentials to potential employers. For example: johnbaker@email.com or j.baker@email.com. Consider creating one email address to use for all professional correspondence.
3. Phone Number: Home or cell phone number is acceptable, but check with your parents to find out which is preferred.
4. Objective: This should be only one to two sentences which explain your goal and how you hope to achieve it by applying for a particular job with an employer.
5. Summary: List highlights of your personal attributes that you believe would be valuable to the employer.
6. Skills: Languages, computer, etc.
7. Education/Organizations: List your school first followed by the year you will graduate and your GPA (GPA is optional).
8. Personal Interests: What do you like to do? List your interests and hobbies.
9. References: List mentors, teachers, and/or coaches. Keep your references to no more than three and do not include your parents. Remember, these are people the employer may contact (with your permission), so use people who know you and will give you a positive reference.
10. Work Experience: Notice we list this last on the resume. As you gain experience, you will move this section toward the top, under Summary. List your work experience in order, beginning with the most recent. Work experience may also include babysitting, lawn care for people in your neighborhood, etc. If you've volunteered, you may list that information in this section as well. If you have no experience, that's fine, too. Simply state that you have not held a job and write a sentence explaining your goal, emphasizing what you wrote under Objective.