

Name

Street Address, City, State Zip • Phone number • Email address

Job Objective

Write brief statement on the type of job you want

Summary

Brief summary of the skills you can offer the employer for this job

Work Experience

Job title, location, if applicable, Dates

- Write a statement showing your best accomplishments
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Job title, Location, Dates

- Write a statement showcasing your best accomplishments or skills gained
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Job title, Location, Dates

- Write a statement identifying key skills you gained
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Community and Volunteer Experience

Name of Organization, Dates

- Identify skills you gained or unique contribution you made to the organization
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Name of Organization, Dates

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Education

Name of High School, Anticipated Graduation Date

- Show any activities, awards, honors here
- Highlight any clubs or activities you were involved in
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Other Skills

Optional category for other job-relevant information or unique skills you want the employer to know about.