Your Name

Address, City, ST ZIP Code | Telephone | Email

PROFESSIONAL SUMMARY

Enter a 2-3 sentence highlight that describes the skills that uniquely qualify you for this job. For example: Hardworking and responsible student with a solid work ethic and commitment to success. Motivated and enthusiastic with a customer-service focus. Excel at working in teams and finding creative solutions to challenges.

QUALIFICATIONS

Identify any skills that would interest this employer. Examples include:

• Strong verbal, written and math skills • Food handler’s license

• Technical skills [identify skills] • Career and Technical Student Organization

EDUCATION

DIPLOMA | DATE EARNED | SCHOOL

GPA: #.# / 4.0

Relevant Coursework: List courses.

Honors: List awards. (e.g., National Honor Society)

Clubs: List extracurricular and intracurricular activities in which you participated (e.g., Yearbook Committee, Robotics, Career and Technical Student Organization).

Athletics: List any sports team on which you participated.

WORK EXPERIENCE

JOB TITLE | COMPANY | DATES FROM - TO



Summarize your past jobs and associated responsibilities.



ADDITIONAL SKILLS

Identify any skills that would interest this employer. Examples include:

• Proficient in Microsoft Word and Excel • Intermediate speaking level in Spanish

REFERENCES

• List name, title and contact information for up to three references.

