

Student Name

1234 Home Street
City, California 95765
(800) 123-4567
myemailaddress@something.com

Career Objective

This is where you will state in a short statement what your long-term goals are and your objectives for wanting this job.

Skills

- This is where you list...
- ...in bullet form
- ...the skills that you possess
- ...that relate to this job
- For example...
- Strong leadership skills
- Ability to work well with others
- Strong work ethic

Education and Coursework

Victory High School Rocklin, California

2012-2013

- High School Diploma
- GPA (if 3.0 or greater)
- Other academic awards you received from this school

Another School you've attended if you want to include it City, State **Years attended**

- Awards you've received from this school

Experience

Name of the position

City, State

Dates

- This is where you explain the duties...
- ...that you held and the responsibilities...
- ...you had while working in this position
- You can include both paid jobs...
- ...and volunteer, community service...
- ...jobs as well.

Name of position #2

City, State

Dates

- Be sure to list as many jobs...
- ...or volunteer experiences as you can.

Extra-Curricular Activities

- This is where you list any...
- ...extra curricular activities...
- ...hobbies, or anything else...
- ...that will help add to your resume.

References

- | | | |
|--|--------------|----------------|
| • Name Title, Organization | Relationship | Phone Number |
| • John Smith Manager, Mike's Mechanics | Family | (916) 620-6220 |
| • Sally Peterson Teacher, Victory High School | Teacher | (916) 632-3195 |