‍Name

[Address, City, ST ZIP Code] | [Telephone] | [Email]

Objective

* Write 1 sentence on: Why do you want a job? What are you looking to gain? What to do you have to offer?
* OR: don’t include objective section at all if you’re not sure what to write

Education

Grade level | school

* Any specific interests? (Have you taken 1st, 2nd, 3rd, level of a certain course for example?)
* GPA( if you want to include)
* Academic awards
* Accomplishments
* Recognition

Skills & Abilities

what are you good at?

* What’s one of your skills, relevant talents, or abilities? (second language, computer skills, etc)

what else are you good at?

* People have all sorts of skills – are you good at working in groups, independently, are you organized, self- motivated, good communicator, etc?

anything else that stands out about you?

* What would your mom/dad/friends say is your best quality?

Experience

[Job Title] | [Company] | [Dates From - To]

* This is the place for a brief summary of your key responsibilities and most stellar accomplishments.

[Job Title] | [Company] | [Dates From - To]

* This is the place for a brief summary of your key responsibilities and most stellar accomplishments.