123 Circle Drive

City, State 12345

000-000-000

username@domain.com



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| **EDUCATION** |  | **SCHOOL NAME - CITY, STATE - DEGREE AND DATE**GPASpecial Classes (AP/IB, Honors, etc. These are only highlights you think stand out) |



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| **SKILLS & ABILITIES** |  | List 3-4 special abilities in each column.Examples can include:Quick learnerStrong verbal communicationCollaborative team memberExcel in [areas of expertise]Issue resolutionAttention to detailEnergetic and organized | Excellent analytical skillsCooperative team memberOutstanding interpersonal skillsComputer proficientExtremely organizedMicrosoft Office, Excel, PowerPoint proficiencyPowerPoint proficiencyMicrosoft Office |



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| **SERVICE** |  | List service projects you have been involved in |



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| **LEADERSHIP** |  | List leadership positions you have held |



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| **EXTRACURRICULAR** |  | For a high school student, especially one without much work experience, extracurricular activities should be listed to give an idea of who you are |



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| **WORK EXPERIENCE** |  | **POSITION, COMPANY NAME**Start date - End date* you could also list special and outstanding tasks
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| **REFERENCES** |  | **NAME**position/relationship to you 123-123-1234Address or email | **NAME**position/relationship to you 123-123-1234Address or email | **NAME**position/relationship to you 123-123-1234Address or email |