123 Circle Drive

City, State 12345

000-000-000

username@domain.com



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| **EDUCATION** |  | **SCHOOL NAME - CITY, STATE - DEGREE AND DATE**  GPA  Special 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 learner  Strong verbal communication  Collaborative team member  Excel in [areas of expertise]  Issue resolution  Attention to detail  Energetic and organized | Excellent analytical skills  Cooperative team member  Outstanding interpersonal skills  Computer proficient  Extremely organized  Microsoft Office, Excel, PowerPoint proficiency  PowerPoint proficiency  Microsoft 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  123-123-1234  Address or email | **NAME**  position/relationship to you  123-123-1234  Address or email | **NAME**  position/relationship to you  123-123-1234  Address or email |