Resume Instructions

Use the template on the following pages to fill in your information. Your e-mail address should be work appropriate (recommendation is [firstname.lastname@yahoo.com](mailto:firstname.lastname@yahoo.com) or gmail.com). Create a new one if your current e-mail is not professional. An e-mail address could lose you a job if it is juvenile or inappropriate!

**Education** should only include high school information. You should include sporting activities, GPA (if it is high), extra-curricular activities and clubs, NEXT GENERATION TECH, CAPSTONE, etc.

**Work Experience** includes not only jobs but also volunteer experience, babysitting, pet sitting, etc. If you have not had an actual job do not leave this area blank but put in a volunteer section; it is important employers know you are responsible and have made a past commitment that was similar to a job.

**Grammar and spelling are extremely important.** Often employers will not even consider a resume that has spelling errors on it.

If you are contacted about an interview, wear conservative professional dress, research the company ahead of time, and prepare by doing mock interviews with a classmate, teacher, parent, or friend.

**Delete everything you do not need to use including the other resume you choose not to use. When replacing text highlight it and start typing- do not backspace or you will change formatting.**

Street Address. City, FL zip code

|  |
| --- |
| cell 555-555-5555 • E-mail Jane.doe@yahoo.com |

jane doe

|  |  |  |
| --- | --- | --- |
| Objective | | |
| Explain your career objective. Seeking a part-time internship position in information technology. | | |
| Education | | |
|  | 2017 – Present Clearwater High School Clearwater, Florida  High School Diploma Pending 2021   1. High GPA- 4.00 2. Future Business Leaders of America 3. National Honor’s Society 4. Next Generation Tech Competition | |
| WORK EXPERIENCE | | |
|  | | Hollister  August 2011-Present  Cashier/Customer Service   1. Description of duties such as: Customer service, re-stock clothes, arrange displays, and cleaning duties.   Lakeside Senior Retirement  April 2011-August 2011  Volunteer Experience (Coach, Literacy Programs, etc.)   1. Completed 40 volunteer hours where I assisted residents   Various Families  Nov. 2008-August 2011  Child Care   1. Provide quality childcare for several families after school, weekends, and during school breaks. |
| skills | | |
| Computer literate, Microsoft Office certified, customer service knowledge, type 60 words per minute, teamwork, positive attitude, and reliable. | | |
| references | | |
|  | | Simple put: Available upon request. (or provide 2-3 references, who are not family (name, company, e-mail, and phone numbers). |

**Resume**

**First Name Last Name**  
12 Sample Street, Town or Suburb, State, zipcode  
Phone: XXX-XXX-XXXX  
Email: email@address.com

**Education**   
  
Seminole High School, Seminole, FL  
2017-Present

High School Diploma Pending 2021

* High GPA
* Next Generation Tech Competition- Programmer

**Experience**

Part-time sales assistant, The Sock Shop  
December 2011–January 2012

* Customer service
* Stock shelves
* Operate cash register
* Create visual display

Child care, various families

2011–Present

* Looking after children in afternoons and evenings for various families. Experienced with ages 5 to 10.

**Skills**

* Microsoft Word and PowerPoint
* Photoshop
* WordPress
* Wix

**Achievements**

* [List school or other achievements such as awards, certificates or representative roles, including year- see samples below]
* Microsoft Office Specialist Word, Excel, and PowerPoint
* Student of the Quarter – May 2019
* Next Generation Tech Technology Innovation Certificate – 2018

**References**

[Provide 2-3 references, who are not family. Consider a teacher, previous employees, family friends] If you have no reference simply put: References available upon request.