Resume Instructions

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

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.

Street Address. City, FL zip code

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

jane doe

|  |  |  |
| --- | --- | --- |
| Education | | |
|  | 2017 – Present Richard O. Jacobson Technical HS Seminole, Florida  High School Diploma Pending 2023   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/Babysitting   1. Provide quality childcare for several families after school, weekends, and during school breaks. |
| skills/certifications | | |
| Computer literate, Microsoft Office certified, customer service knowledge, type 60 words per minute, teamwork, positive attitude, and reliable. | | |

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

**Education**   
  
Richard O. Jacobson Technical HS, Seminole, FL  
2020-Present

High School Diploma Pending 2022

* 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/Babysitting, various families

2011–Present

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

**Skills/Certifications**

* Microsoft Word and PowerPoint
* Photoshop
* WordPress
* Wix
* Unity Certified Programmer

**Achievements**

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