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 and higher education (list dual enrollment separate from high school if applicable). You should include sporting activities, GPA (if it is high), extra-curricular activities and clubs, NEXT GENERATION TECH, 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.

Visit the below website to avoid common resume mistakes:

<http://www.simplyhired.com/blog/jobsearch/resumes/top-7-resume-grammatical-errors-avoid-2/>

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 and 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 | | |
|  | 2011 – 2015 Clearwater High School Ashville, Ohio  High School Diploma   1. High GPA- 4.00 2. Member of Varsity Tennis Team 3. Future Business Leaders of America 4. National Honor’s Society | |
| WORK EXPERIENCE | | |
|  | | August 2011-Present Hollister Clearwater, FL  Cashier/Customer Service   1. Description of duties such as: Customer service, re-stock clothes, arrange displays, and cleaning duties.   April 2011-August 2011 Lakeside Senior Retirement Largo, FL  Volunteer Experience (Coach, Literacy Programs, etc.)   1. Completed 40 volunteer hours where I assisted residents   Nov. 2008-August 2011 Various Families Seminole, FL  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 | | |
|  | | 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, Postcode   
Home no: (XX) XXXX XXXX   
Mobile no: XXXX XXX XXX   
Email: email@address.com.au

DOB: [Date of Birth]

**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.

**Selling merchandise for Daffodil Day, Cancer Council of Australia**

**2012**

Volunteer position selling merchandise at train stations to raise funds for the Cancer Council

**Skills**

* Microsoft Word and PowerPoint (Expert)
* Photoshop (Basic)
* WordPress (Basic)
* Wix (Basic)

**Achievements**

* [List school or other achievements such as awards, certificates or representative roles, including year]

**Interests**   
[List your after school activities and interests]

**References**

[Provide 2-3 references, who are not family. Consider a teacher, previous employees, family friends]