FIRSTNAME **LASTNAME**

Make sure to

differentiate titles (“Education”)

from subtitles (“Madison High School”) from details. Experiment with bolds, italics, and size, but remember to make sure it doesn’t start looking confusing, flashy, or overdone.

Whichever

format you choose, make sure your name is prominent and your address, number and email are easy to see.

1234 NE ABC St.

Portland, OR 97230

503.555.5555

my.email@myemail.com

Include a

GPA if it is a 3.0 or above

Education

**MADISON HIGH SCHOOL**,Portland, Oregon

Expected Graduation Date June 2019

3.5 GPA

Employment Experience

**BURGERVILLE**, Portland, Oregon

*Team Member*  May 2016-August 2016

* Provided exceptional customer service to 200+ customers per day

Include as many

details as possible (e.g. how many customers they served/ how much money they handled daily, the age group of children they babysat)

* Cleaned all work areas, service stations, silverware and dishes

and ensure they were stored appropriately

* Monitored inventory

Skills & Qualities

Include technical skills

(software programs, second languages). Include personal qualities (hardworking, reliable, etc.) especially if you don’t have much on your resume yet.

* Proficient in Microsoft Office Suite

Include sports

teams, clubs, after-

school programs, courses taken outside of regular classes, church groups, etc.

* Bilingual (Spanish)
* Hardworking
* Reliable and punctual

Extracurricular Involvement

* **Madison High School Varsity Basketball Team** October 2016-April 2017
* **Key Club**, Treasurer September 2016-June 2016

If it was a one-time

experience, put “Month, Year.” If it happened multiple times, do a range: “Month, Year-Month, Year.”

Volunteer Experience

**FRIENDS OF THE CHILDREN**, Portland, Oregon March 2017

* Helped coordinate and assemble care packages for the homeless

Certifications & Accomplishments

Make sure to

order each section with most recent experiences at the top

* **Food Handler’s Card** March 2017
* **CPR Certification** January 2017
* **Poetry Out Loud Schoolwide Slam**, 2nd Place January 2017

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