**YOUR NAME HERE**

Your Street Address

Your City, State, Zip Code

Your Phone Number

Your Email Address

Your resume is your chance to highlight who you are and why the employer should hire you. Keep it simple and to the point. Try to keep to 1 page. Not sure what to write? Don’t stress!! Everything you do is an experience that makes you who you are. If you really think about it, you probably have something to include in every section below. But, if you don’t, just delete the section and put more effort into the sections you do have. Go for quality over quantity. Use action keywords such as ensured, led, mastered, improved, accomplished, etc. Also try to use wording that is relative to the job you are applying for. Feel free to include relevant examples of your accomplishments on a separate page such as a photo of a woodworking project or a form you created in Excel.

Most importantly, ask someone to review your cover letter and resume before you submit it. This can be your parent, school counselor, a teacher or other mentor.

**SUMMARY**

This summary should be a short 1-3 sentence overview of your skills and qualifications.

Example:

Honor Roll student with experience in woodworking. Proficient with basic hand and power tools. Eager to learn with a willingness to accomplish a variety of tasks.

**EMPLOYMENT EXPERIENCE**

This section should include any past/current employment or other experience you may have. It should include the employer's name, the dates you worked, your job title, and a summary of your accomplishments. *This list should be in order starting with the most recent experience.* This list can include general experiences such as Pet Sitter or Child Care (babysitting).

Example:

**Employers Name** – 20XX - present

*Title*

* Accomplishments

**Employers Name** –20XX – 20XX

*Title*

* Accomplishments

**EDUCATION**

This section should include your high school name and the dates attended. You should include any relevant classroom instruction and related achievements.

Example:

**Your High School** – 20XX – present

* Agriculture Completer
	+ Accomplishments

**ACHIEVEMENTS**

This section should include any clubs or organizations you are currently a part of or achievements such as honor roll.

Example:

* Academic Honor Roll
* Spanish Club
* School Paper
	+ Sports Editor - Accomplishments

**VOLUNTEER EXPERIENCE**

This section should include any volunteer and/or community service opportunities you have had. List the title, dates, and any accomplishments, in order, with the most recent first.

Example:

**Camp Fun** – June 2016

*Camp Helper*

* Ensured campers were dropped off safely.
* Led arts and crafts for 8-10-year-olds.