

123 Circle Drive
City, State 12345
000-000-000
username@domain.com

Your Name

EDUCATION	SCHOOL NAME - CITY, STATE - DEGREE AND DATE GPA Special Classes (AP/IB, Honors, etc. These are only highlights you think stand out)		
SKILLS & ABILITIES	List 3-4 special abilities in each column. Examples can include: Quick learner Strong verbal communication Collaborative team member Excel in [areas of expertise] Issue resolution Attention to detail Energetic and organized	Excellent analytical skills Cooperative team member Outstanding interpersonal skills Computer proficient Extremely organized Microsoft Office, Excel, PowerPoint proficiency PowerPoint proficiency Microsoft Office	
SERVICE	List service projects you have been involved in		
LEADERSHIP	List leadership positions you have held		
EXTRACURRICULAR	For a high school student, especially one without much work experience, extracurricular activities should be listed to give an idea of who you are		
WORK EXPERIENCE	POSITION, COMPANY NAME Start date - End date • you could also list special and outstanding tasks		
REFERENCES	NAME position/relationship to you 123-123-1234 Address or email	NAME position/relationship to you 123-123-1234 Address or email	NAME position/relationship to you 123-123-1234 Address or email