

Sample Resume Format

Name
Graduation Class (i.e. Class of 2013)
Date of Birth
Address
Telephone Number
Email Address

EDUCATIONAL BACKGROUND

Name of High School Dates Attended
Cumulative GPA (optional)
Academic Honors & Awards (Honor Roll, etc)
Honors/AP Classes

SCHOOL LEADERSHIP AND ACTIVITIES

List the activities you have participated in while at school, listing any positions held (secretary, editor, etc.) or honors given within those programs

Peer Mentoring 2000-present
• Award for Dedicated Service to Community Youth 2000
National Honors Society 2002-present
• President 2003
School musical production, Annie, played an orphan Spring 2001

ATHLETICS

List all athletic activities you have participated in, including positions held (Captain, etc.) and awards received (Coaches Award, MVP, etc.)

Basketball, varsity 2000-present
• Most Valuable Player 2001

VOLUNTEER WORK

List the name of the organization you work/worked for, including city, state, and dates. Also include the position you held and a description of your duties. Use action words to introduce your duties.

Children's Hospital, Seattle, WA Summer 2003
Activities Coordinator
• Organized arts and crafts for 5-9 year olds

WORK EXPERIENCE

List the name of the company/employer you work/worked for, including the city, state, and dates. Also include your position you held and a description of your duties (use action words).

Joe's Sport Shop, Seattle, WA 2000-present
Sales Associate
• Assisted customers, handled monetary transactions

ACTIVITIES AND INTERESTS OUTSIDE OF SCHOOL

This is your opportunity to list any special hobbies or skills you have. If you have any special experience or expertise in the field you are applying for you can highlight that here.

Piano Lessons (once a week) 2001-present
Esperanza, Tijuana, Mexico Summer 2000
• Built houses for Mexican families

Travel

Europe Summer 2000

Helpful tips:

- List your dates chronologically starting with the most recent activity first and working backward.
- If you have more than one current activity within one category, the activity in which you have participated the longest should be listed first. See School Leadership above for an example.
- Try keeping your date columns separate from your other information
- Use formatting techniques (bold, underline, italics, etc) so it is as easy to read as possible.