

Résumé Template

College and Career Planning

Directions: Use the following template as a guide for how to set up your own résumé. Copy and paste the sections you need into a new document and fill in your information.

Tips

- When describing your experience, use action words and avoid words such as *I, me, you, they, their, a, an, and the*.
- List activities, experience, and leadership positions or awards in chronological order, starting with the most recent.
- When finished, consider saving your résumé as a PDF to protect the formatting.

Your Name

address (street, city, state, and zip code)
phone number (home)
phone number (cell)
e-mail address

Objective **optional or*

Qualifications **optional*

Education

Name of High School

- expected graduation date or date you graduated
- awards and honors
- overall GPA and/or class rank **optional* (include GPA and class rank only if it will make a positive contribution to your resume or application)
- number of honors classes and/or number of AP classes **optional*
- standardized test scores (SAT and/or ACT) **optional*
- advanced placement (AP) test scores **optional*
- summer academic programs attended **optional*
- college courses completed **optional*

Work and Volunteer Experience

List Work and Volunteer History (paid or unpaid, full or part time)

- name of company or organization
- dates of employment
- position/job title
- bulleted list of responsibilities
- bulleted list of achievements

List Responsibilities or Odd Jobs You Performed in Place of Work Experience

Students without job or volunteer experience can list activities or responsibilities such as the following:

- babysitting/pet sitting
- a brief description of experience and responsibilities

Activities

Sports, Clubs, and/or Other Activities

- name of activity
- dates of participation (e.g., 2011–2013)
- bulleted list of responsibilities
- bulleted list of achievements

Skills

List any and all skills you have developed through participation in your courses and activities that are related to the job to which you are applying.