

RÉSUMÉS:

Use the below example to create your own résumé.

WORK SHEET

You can also use one of the many templates available in MS Word or Google. Due to safety and privacy concerns, it is not required to include a home address on your résumé.

Sally Student

sally.student@email.com (112) 112-1122

OBJECTIVE Position as summer camp counselor and website coordinator

EDUCATION **Red Brick High School, Anytown, CA** **Expected Graduation 2019**

- Mastered college-level courses: AP English, AP Computer Science, Honors Chemistry, AP Spanish
- Awarded Computer Science Student of the Year
- Achieved Honor Roll all three years

SKILLS **Communication**

- Earned top of my class in Honors and Advanced Placement English
- Chosen as editor of Red Brick High School weekly online blog

Leadership

- Coached dance squad made up of 16, eight- to ten-year old children
- Hired as head high school dance camp leader for 2017 summer session

Technology

- Achieved highest possible score on AP Computer Science test
- Designed new student website that reflects the vast interests of students in my school
- Proficient in Microsoft Word, Adobe Dreamweaver, HTML

Multi-Cultural

- Completed AP Spanish as a junior
- Hosted an exchange student from Spain: learned the culture of her country, and practiced Spanish each day
- Tutored middle school students studying Spanish, once a week

**INTERESTS AND
ACTIVITIES**

Dance Team Member - Red Brick High School **2016-Present**

- Weekly dance performances at football games, competitions, and special events

Coach - Little Brick Middle School Junior Dance Team **2017 and 2018**

- Mentored, demonstrated, and coached dance team for eight, ten-year-old children. Five hours per week, plus biweekly competitions

Web Design Team - Red Brick High School **2016-Present**

- Proficient in HTML and Dreamweaver
- Founder and editor of Red Brick Blog

After School, Spanish Tutor - Little Brick Middle School **2016-Present**

- Member of team of high school students that offer tutoring once a week

Red Brick National Honor Society Member **2018**

Use the template on the reverse as a guide to create your own résumé. This is one example of several different résumé formats you can use. It is important to display your information in a clear, concise manner that allows the reader to understand what you are looking for in a job, internship or position. The reader should also clearly understand the skills and strengths you have and be able to contact you. Remember to print on high-quality, traditional colored paper (white, off-white, or ivory are the most commonly used.) Use one-two pages only.

Notes: