

Résumé Worksheet for High School Students

Revised for Creating Resumes of "Hire" Quality presentation.

CONTACT INFORMATION

Name: _____

School Address: 11896 Hwy 65 Tina, MO 64682 Phone: 660-622-4211

Permanent Address: _____ Phone: _____

Email (must be professional, school address is OK): _____

OBJECTIVE: _____
position title, department & employer's name or scholarship name

EDUCATION

DIPLOMA FOR Tina-Avalon R-2 HIGH SCHOOL Month May Year _____
_____ MO OVERALL GPA _____

Your City Your State

_____ # of semesters on A honor roll _____ # of semesters on B honor roll
_____ hours worked per week while attending school _____ # scholarships you have
Check if you have any of the following (ACT of 30 or higher, any standardized test score that shows
_____ you excel as a student)
_____ Check if you have or plan to study abroad (when & where)

MAJOR PROJECTS

Provide a brief description of your top 5 major projects.

- 1.
- 2.
- 3.
- 4.
- 5.

LEADERSHIP/SCHOOL INVOLVEMENT (include any offices within the group)

Field related clubs	Social	Talent required (athletic, drama, etc)	Community oriented	Other

WORK EXPERIENCE (list and describe internships or jobs with most current first)

 Job Title 1 Employer's Name Location Month/yr Month/yr

Please list your most important duties, each should start with an action verb (quantify if possible)

Describe your major accomplishments, quantify or qualify if possible (must have at least one)

 Job Title 2 Employer's Name Location Month/yr Month/yr

Please list your most important duties, each should start with an action verb (quantify if possible)

Describe your major accomplishments, quantify or qualify if possible (must have at least one)

 Job Title 3 Employer's Name Location Month/yr Month/yr

Please list your most important duties, each should start with an action verb (quantify if possible)

Describe your major accomplishments, quantify or qualify if possible (must have at least one)

COMPUTER SKILLS (List all programs, languages and operating systems you are familiar with)

HONORS/ACCOMPLISHMENTS

KEY SKILLS (Provide a two – three word explanation of any that apply)

Foreign Languages		Excellent Communication Skills (written, oral or both)	
Teamwork		Interpersonal Skills (gets along well with others)	
Leadership		Solid Grasp of Field Knowledge	
Strong Work Ethic (hardworking)		Special Class Projects	
Creative		Good at Solving Problems	
Fun to Work With		Willing to Relocate	

WORK HISTORY (List any additional jobs you've held regardless of their relevance to the target)

Title	Employer's Name	Employer's Location	Dates

OTHER (List any items not covered earlier you think might be relevant)