

Basic Resume Template

Name
Address (home)
E-mail address

Education

School Name
City and State of High School
Years Attended
Any Honor Societies / Awards

Experience

Name of club/group/job
City and State
Position for club/group/job
Dates position was held
Description of what you did in this role: be specific! Brag about yourself!

Example:

High School Student Council

Chicago, IL

Student Council President

Sept 2011 – June 2014

- *Led student council meetings for four years of high school*
- *Organized over eight community service events with the school and the local Habitat for Humanity*
- *Organized and promoted four dances throughout high school career where donations were made to the local animal shelter*

Skills

Computer:

Writing:

Language: