



High School

Name: _____

Date: _____

Resume Template

Essential questions:

- What is the resume to be used for? How can you tailor your resume for that situation?
- What are your strengths? How can you show them?
- What sets you apart from everyone else? Why should someone pick you?

Name	Contact Info	
School and Graduation Date (include GPA)	Extracurricular Activities (sports, clubs and other organizations)	Achievements/Awards
Work Experience (include dates)	Volunteer Experience (include dates)	Special Skills (languages spoken, computer skills, etc.)