Personal Information. Your personal information serves as the foundation of your resume because it contains essential address, telephone and email contact information. Please make sure to double check your information for accuracy as this information will be used within your resume and cover letter.

Name: _____

Street Address: _____

City, State and Postal Zip Code: _____

Telephone Number: (including area code): _____

Cell Number: (including area code): _____

Email address: (appropriate): _____

Objective/Job Focus.

What type of position are you seeking (be specific)?

_____

_____

_____

Education.

What year did you start UHS? _____

When will you graduate? _____

Current GPA? (only if average or above): _____

Did you attend any other High Schools before UHS? If so, list years.

_____

Activities/Extra Curricular. List and describe a co-curricular accomplishment relating to this educational experience. This accomplishment may include: participation within clubs, organizations, and/or athletic teams, student leadership training, leadership position(s) held, membership within honor societies, volunteer experiences, student work experience, etc.

_____

_____

_____

_____

Activities/Extra-Curricular Accomplishments:

_____

_____

_____

_____

Skills/Work Experience. The Work Experience section serves as the nucleus of your resume, containing essential information regarding both your current and past job responsibilities and contributions you have made to your employer. Within this section, you will also have an opportunity to emphasize your accomplishments, further distinguishing you as a job candidate. Keep in mind that when listing your work experiences, you should begin with the most recent. Space exists for information regarding up to three work experiences.

1) Company Name: _____

Company Location: _____

Description of Company: _____

Job Title: _____

Time Period of Employment: From: (month/year) _____ To: (month/year) _____

Job Responsibilities: List and describe two major responsibilities relating to this employment experience.
Job Responsibility and/or Accomplishment 2: _____

_____

_____

2) Company Name: _____

Company Location: _____

Description of Company: _____

Job Title: _____

Time Period of Employment: From: (month/year) _____ To: (month/year) _____

Job Responsibilities: List and describe two major responsibilities relating to this employment experience.
Job Responsibility and/or Accomplishment 2: _____

_____

_____

3) Company Name: _____

Company Location: _____

Description of Company: _____

Job Title: _____

Time Period of Employment: From: (month/year) _____ To: (month/year) _____

Job Responsibilities: List and describe two major responsibilities relating to this employment experience.
Job Responsibility and/or Accomplishment 2: _____

_____

_____

Honors and Achievements. List and describe an educational accomplishment relating to this educational experience. This accomplishment may include: academic achievements, courses of study, research topics, scholarships, honors, awards, internships, etc.

Educational Accomplishment: _____

_____

_____

References.

1) Name of Reference _____

   Address _____

   Phone _____

   Email _____

2) Name of Reference _____

   Address _____

   Phone _____

   Email _____

3) Name of Reference _____

   Address _____

   Phone _____

   Email _____

Student: _____

Activities

Freshman Year	Sophomore Year	Junior Year	Senior Year

Courses of Study

Freshman Year	Sophomore Year	Junior Year	Senior Year