The resume outline is in **black**. A sample entry for each section is in **blue**. Notes on how to fill out each section are in **red**.

**FIRST AND LAST NAME**

Phone Number Address Line 1

Email (make sure it’s a professional email that you actually check) Address Line 2

**GEORGE JONES**

555-555-5555 16 Poinciana Dr

[George.jones@fakeemail.com](mailto:George.jones@fakeemail.com) Kissimmee, FL 84154

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**Education**

Name of school City, State

Academic honors, certifications, and/or awards go here Weighted GPA:

This is a great section to…

* List any academic awards you’ve earned from school or outside organizations (like College Board)
* List any school-based academic programs you are currently a part of (like AVID)
* List any industry certifications you’ve earned in construction, automotive, digital design classes, etc)

**Education**

*High School Diploma,* Weighted GPA: 4.3 Graduation: May 2025

Poinciana High School Kissimmee, FL

Honors, Recognition, & Awards:

AVID student, A/B Honor Roll, National Honor Society Inductee

Certifications:

Adobe Photoshop Certification, Microsoft Office Certification

**Leadership & Service**

*Name of your role* years in position

Name of organization City, State

* Action verb + what you did + results
* The action verb is PRESENT TENSE if you are still doing the job
* The action verb is PAST TENSE if you are no longer doing the job

This section includes ANYTHING you do on a regular basis that is **unpaid** –

* ROTC
* Student intern
* Clubs
* Athletics
* Church involvement (if you do more than simply attend a church service weekly)
* Recurring community service involvement (like if you volunteer at the library, in Teen Court, or Give Kids the World)
* If you have an active role in caring for a sibling/family member – that fits here, too!

*Varsity Swim Team* August 2020-Present

**Poinciana High School** Kissimmee, FL

* Uphold minimum GPA and behavior expectations to maintain eligibility
* Attend 3 practices per week to improve my craft and support team goals

*SGA Senior Class Representative* August 2021-Present

**Poinciana High School** Kissimmee, FL

* Contribute to ongoing, student-led projects to help improve sense of belonging among students & improve campus culture
* Fundraise for events supporting school culture
* Help oversee dissemination of funds in SGA budget
* Survey students to assess student body concerns & needs
* Attend weekly meetings to assist in planning & facilitation of student events

*Guidance Student Intern* August 2021-Present

**Poinciana High School** Kissimmee, FL

* Handled confidential records & notices responsibly while filing to maintain confidentiality
* Created reports for Principal’s Secretary
* Conducted new student & family tours

*Media Center Student Intern* August 2021-Present

**Poinciana High School** Kissimmee, FL

* Oversaw book return & check out in media center
* Organize library materials to ensure books were in appropriate place
* Cleaned & organized library common areas
* Maintained & updated inventory records

*College & Career Student Intern* August 2021-Present

**Poinciana High School** Kissimmee, FL

* Serve as peer advisor to students working on plans for after graduation related to employment and education
* Assist students in college application process
* Co-teach college and career lessons with College & Career Counselor
* Maintain confidentiality with respect to FERPA

**Work Experience**

This section includes ANYTHING you do that is **paid** – part-time jobs or paid internships.

*Name of your role* years in position

Name of company city, state

* Action verb + what you did + results
* The action verb is PRESENT TENSE if you are still doing the job
* The action verb is PAST TENSE if you are no longer doing the job

*Barista* January 2022-Present

**Starbucks**  Kissimmee, FL

* Utilize ServeSafe certification to ensure cleanliness and food safety
* Greet guests positively to help create positive guest experience
* Process cash and credit card transactions using store operating system efficiency and guest satisfaction
* Prepare food and beverages to guest specifications to ensure

*Cashier*  January 2022-Present

**Target**  Kissimmee, FL

* Utilize customer service skills while handling all monetary transactions at check out to ensure positive customer experience
* Maintain clean working space at cashier counter
* Facilitate product returns using store management system

*Babysitter* June 2019-Present

**Self-Employed**  Kissimmee, FL

* Utilize CPR and First Aid training to ensure safety of children, aged 3-12
* Create activities to engage children while parents are out of the home
* Prepare food and snacks for children aligned with parent preferences