

Resume: Use the below example to create your own resume.

WORK SHEET

You can also use one of the many templates available in MS Word.

SALLY STUDENT

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OBJECTIVE Position as summer camp counselor and website coordinator

EDUCATION **Red Brick High School, Anytown, CA** **Expected Graduation 2016**

- Mastered college-level courses: AP English, AP Computer Science, Honors Chemistry, AP Spanish
- Awarded Computer Science Student of the Year
- Achieved Honor Roll all three years

SKILLS **Communication**

- Earned top of my class in Honors and Advanced Placement English
- Chosen as Editor of weekly student, online blog for Red Brick High School

Leadership

- Coached junior dance squad made up of 16, eight-ten year olds
- Hired as head high school dance camp leader for 2013 summer session

Technology

- Achieved highest possible score on AP Computer Science test
- Designed new student website that reflect the vast interests of students in my school
- Proficient in Microsoft Word, Adobe Dreamweaver, HTML

Multi-Cultural

- Completed AP Spanish as a Junior
- Hosted exchange student from Portugal and learned the culture of her country
- Tutored middle school students studying Spanish, once a week

INTERESTS AND ACTIVITIES

Dance Team Member - Red Brick High School **2013-Present**

- Weekly dance performances at football games, competitions and special events

Coach - Little Brick Middle School Junior Dance Team **2014 & 2015**

- Mentored, demonstrated and coached eight-ten year old member dance team. Five hours per week, plus biweekly competitions.

Web Design Team - Red Brick High School **2012-Present**

- Proficient in HTML and Dreamweaver
- Founder and editor of Red Brick Blog

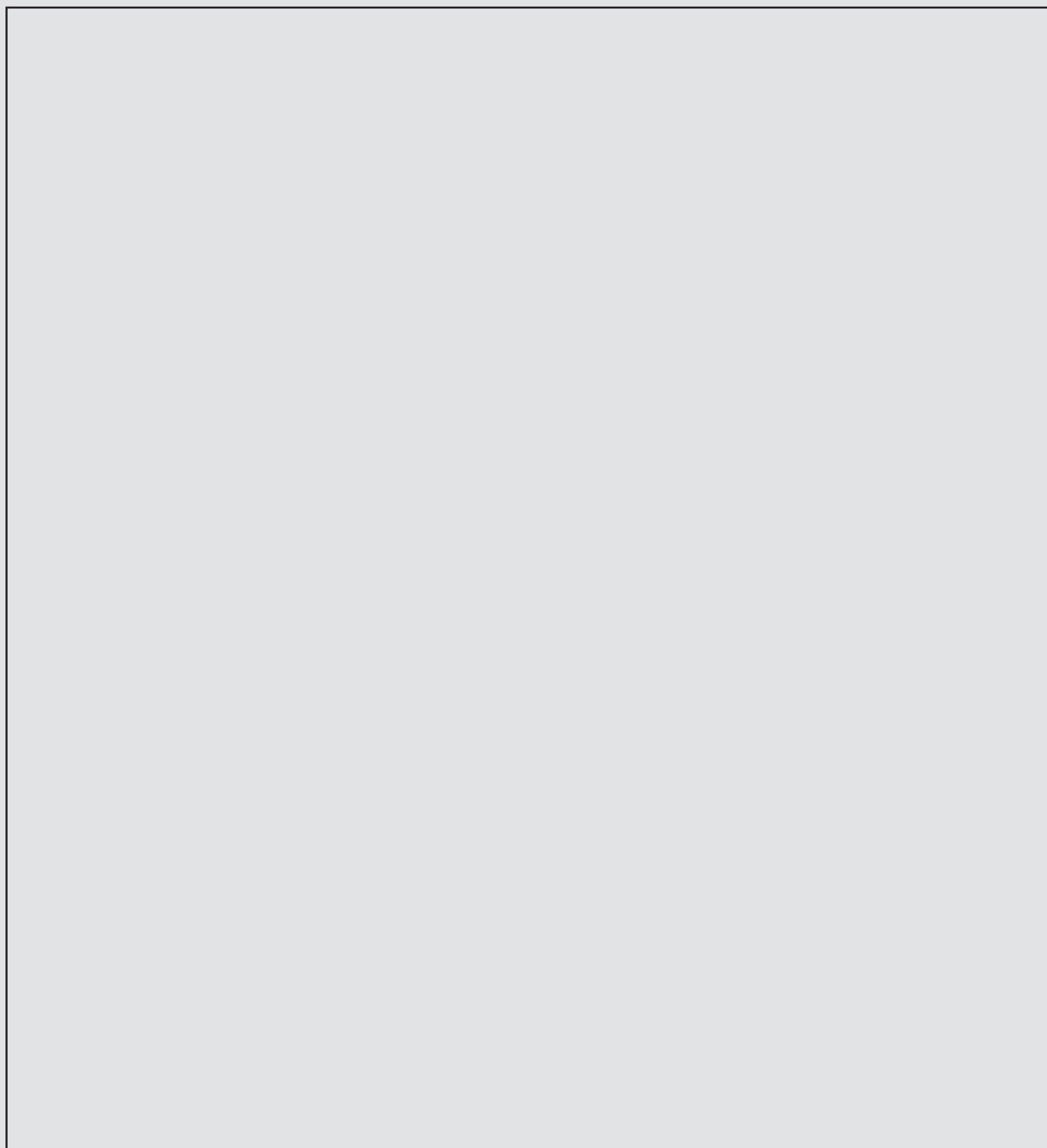
After School, Spanish Tutor - Little Brick Middle School **2013-Present**

- Member of team of high school students that offer tutoring once a week

Red Brick National Honor Society Member **2015**

Use the template on the reverse as a guide to create your own résumé. This is one example of several different résumé formats you can use. It is important to display your information in a clear, concise manner that allows the reader to understand what you are looking for in a job, internship or position. The reader should also clearly understand the skills and strengths you have and be able to contact you. Remember to print on high-quality, traditional colored paper (white, off-white or ivory are the most commonly used.)

Notes:

A large, empty rectangular box with a thin black border, intended for the user to write notes. It occupies the majority of the lower half of the page.