

JANE N. DOE

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EDUCATION

Name of last school attended – include city and state

Graduation Date – include GPA if appropriate

EXPERIENCE

ALWAYS list most recent positions first and work back through time

Name of company where you worked – include city and state

Dates worked – beginning and ending

Name specific tasks completed on job

SKILLS

List proficient skills – general examples include: technology, creative arts, industrial arts

VOLUNTEER ACTIVITIES

List volunteer opportunities – include what you did as well as when you did it

ACTIVITIES

List activities involved in – both in and out of school

Add positions of leadership if applicable

Include dates – whether by calendar dates or school year (October – March / Freshman – Senior Year)

REFERENCES

List three individuals who can provide a personal account of your attitude, skills, work ethic, etc.

NO family or peers may be used

Include: Courtesy Title, First and Last Name

Title, if applicable

Name of company, if applicable

Street address

City, State, ZIP

Phone – include (c), (w), (h) behind the number

E-mail address