

SAMPLE RESUME

John A. Doe
123 Sample Address
Sample City, MD 12345
(410) 123-4567 (h)
(410) 987-6543 (c)

E-mail Address (one checked frequently by applicant)

Education:

Name of High School

Graduation Date (month/year)

GPA (Unweighted): Must be AT LEAST 2.5

AP Courses: List **ALL** AP Courses

Area of Interest: *ONLY SELECT ONE*

Administration/Technical: BUSSINESS COMPUTER ENGINEERING

Model/Vo-tech/Installation & Logistics: MANUFACTURING GRAPHIC DESIGN CONSTRUCTION

Language: CHINESE LANGUAGE RUSSIAN LANGUAGE

Relevant Courses:

List **ALL** relevant high school and college courses that pertain to your area of interest (Business, Computer, Office Technology, Manufacturing, Graphic Design, Construction, Language and etc.)

Honors:

List of Honors

Examples:

National Honor Society

National Math Honor Society

National Technical Honor Society

Leadership/Teaming:

List leadership and/or teaming involvement at school or in your community

Examples:

President of a High School Club

-Organize members into working groups for projects

-Manage club budgets, meetings, and project schedules

-Conceive and lead various projects

-List various projects

Work Experience:

List **ANY** work experience (paid and unpaid)

Example:

Intern at Technical Facility

-List of Responsibilities

Volunteer at Specific Facility

-List of Responsibilities

Extracurricular Activities:

List **ALL** activities and clubs

Examples:

-Business Club

-Robotics Club

-Specific Language Club

-Scouts across America

Skills:

List **ALL** skills applicable to desire area of interest

Examples:

-Experience in software and programming applications such as Adobe Premiere, Microsoft Office/Google Drive, and Java

-In-depth knowledge of computer hardware assembly, and troubleshooting