Resume

**Your Name**

1234 Address ♦ Round Rock, TX 78681 ♦ Cell: (512) 555-5555 ♦ Email: Your Email Address Here

**Student**

*Round Rock High School, 200?-Present*

**Key Skills**

|  |  |
| --- | --- |
| Leadership Skills: | Discipline • Structure • Positivity • Communication • (Change to fit you!) |
| Computer Skills: | Microsoft Office Suite • Publisher •Adobe Photoshop • Music & Video Editing (What can you do?) |

**Experience**

**Job Title (Round Rock, TX)** ♦**Role, August 20??-Present**

* Tell us what you do here. Add 3 bullet points. Do not use colloquial language or slang. Don’t be afraid to brag on yourself! Copy and paste this format if you have multiple job and/or internship experiences.

**Ex. H&M (Domain – Austin, TX) ♦Cashier, July 2012-Present**

* Provides customer service upon completion of merchandise purchased
* Ensures merchandise sales balance with cash on hand at the end of shift

**Achievements**

* 201?-201? List acheivements…leadership roles, awards and honors, AP courses, honor societies, etc.
* Ex. 2009-2012 Academic Honor Roll
* Ex. 2009-2013 Enrolled in Advanced Placement Courses

**Volunteer Experience**

* List volunteer experience here. Add bullets for each experience. Be specific and don’t say things like…”helped old people”, “fed homeless”, etc. If you can remember an organization name, list it!

**Interests/Activities**

* List your club involvment and the number of years involved in parenthesis. Highlight leadership in clubs under achievements. Here you are showing your dedication to a club for a particular amount of time in any role. Add bullets as neeeded.
* Ex. Round Rock High School Varsity Swim Team (3 years)