Resume Outline

Heading--Name, address, phone and email

Objective: An infinitive verb statement of goals

Education (your school name, city, state, zip

James M. Bennett High School Salisbury, Maryland 2013-2018

* Awards (include title, organization or teacher, and date received)
* Certificates
* Groups or Organizations
* Highlights of Special Programs

Work Experience

Position Employer Name/Address Dates of Emp.

* Duties
* Awards/Recognition

Volunteer Experience

Position Agency Name/Address Dates of Experience

* Duties
* Awards/Recognition

Talents or Skills

For your records, begin keeping a list of references:

Name

Title

Address

Phone

Email

Agency, Workplace, Organization

Project—

Duties--