

Create your resume using the following outline as an example:

**John Q. Student**  
**000 El Camino Real**  
**South San Francisco, CA 94080**  
**(650) 555-5555**

### **Career Goal**

My career goal is to become a \_\_\_\_\_. I am planning to pursue additional training and/or education as required for a \_\_\_\_\_ degree at (name of school).

### **Educational Background**

In June 2023 I will graduate from (name of school). My curriculum emphasis was \_\_\_\_\_. The courses I most enjoyed were \_\_\_\_\_. My GPA was \_\_\_\_\_. I received the following awards \_\_\_\_\_.

### **Work Experience/Community Service/Hobbies**

June \_\_\_\_\_ to present: (i.e.) Costco Wholesale, South San Francisco, CA. My duties as a \_\_\_\_\_ included \_\_\_\_\_ and I learned \_\_\_\_\_.

September \_\_\_\_\_ to August \_\_\_\_\_: (i.e.) I volunteered at the South San Francisco Senior Citizens Center. My duties as a \_\_\_\_\_ included, \_\_\_\_\_ and I learned \_\_\_\_\_.

My hobbies include \_\_\_\_\_.

### **Extra-Curricular Activities**

My extra-curricular activities are \_\_\_\_\_. I was a member of \_\_\_\_\_.

### **Overcoming Obstacles (if any)**

I unfortunately had to overcome \_\_\_\_\_. This really took its toll on my me and impacted my studies by \_\_\_\_-

### **References – (a minimum of two)**

Mr. John Doe, Counselor  
\_\_\_\_\_ High School  
1000 Main Street  
South San Francisco, CA  
(650) 555-5555