

Create your resume using the following outline as an example:

[Your Name]
[Your Address]
South San Francisco, CA 94080
[Your Phone Number]

Career Goal

I aspire to become a [Your Desired Profession]. To achieve this, I plan to pursue [type of training/education] to attain a degree in [Your Field of Study] at [Name of School].

Educational Background

I am set to graduate from [Name of School] in June 2024. My main focus has been on [Subject/Area of Study]. The courses that stood out to me the most were [List of Favorite Courses]. My GPA currently stands at [Your GPA]. I have been honored with [List of Awards and Recognitions].

Work Experience/Community Service/Hobbies

[Month/Year] to Present: [Job/Volunteer Position, e.g., Costco Wholesale, South San Francisco, CA]. In my role as a [Your Position], my responsibilities included [List of Duties], which taught me [Skills or Lessons Learned].

[Month/Year] to [Month/Year]: [Other Job/Volunteer Position, e.g., Volunteer at South San Francisco Senior Citizens Center]. As a [Your Position], I was responsible for [List of Duties], and I gained [Skills or Lessons Learned].

In my free time, I enjoy [List of Hobbies].

Extra-Curricular Activities

I am actively involved in [List of Extra-Curricular Activities]. I have been a member of [Clubs or Organizations].

Overcoming Obstacles (if applicable)

I faced challenges such as [Describe Obstacles]. These experiences impacted me by [Explain How These Experiences Affected You or Your Studies].

References (minimum of two)

1. [Reference Name]
[Relationship to You]
[Institution/Organization]
[Address]
[Phone Number]
2. [Second Reference Name],
[Relationship to You]
[Institution/Organization]
[Address]
[Phone Number]