

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 2022 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