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**Resume Template**

The resume examples below are form resumes that will help you as you begin to write your own resume.

A few tips: Keep your resume to one page. Make sure it’s neat, clean, and professional. Your contact information should be written clearly at the top of the page including your phone number and professional email address.

Copy and paste one of the templates below into your own document, then fill in your personal information.

Option 1: Experienced-based Resume

**FIRSTNAME LASTNAME**

namename@gmail.com | 555.555.5555

**EDUCATION**

**George Washington High School** Denver, CO

*Anticipated Graduation Date*: May 2021

*Relevant Coursework:* (Optional)

*GPA:* (Optional)

*Career Goals*: (Optional)

**WORK EXPERIENCE**

**Employer/Organization Name** Location

*Position/Title/Role Month Year – Present*

• Accomplishment Statement (what was done, how it was done, with outcomes focus, quantified where possible)

• Accomplishment Statement

**Employer Name** Location

*Position Month Year – Month Year*

• Accomplishment Statement

• Accomplishment Statement

**LEADERSHIP AND COMMUNITY INVOLVEMENT**

**Organization Name** Location

*Position/Title if any Month Year – Month Year*

• Accomplishment Statement (what is the purpose of the club, how did you contribute?)

• Accomplishment Statement

**Organization Name** Location

*Position/Title if any Month Year – Month Year*

• Accomplishment Statement

• Accomplishment Statement

**SKILLS AND ACHIEVEMENTS**

President, DECA Club

Fluent in Spanish (oral and written)

Proficient in Internet research, Excel and Google spreadsheets

Option 2: Strengths-based Resume

**Your Name**

[email@gmail.com](mailto:email@gmail.com)

555.555.5555

**EDUCATION**

Enrolled in Cherokee Trail High School - Sophomore year

Projected graduation date: May 2022

G.P.A. 3.75

**KEY STRENGTHS**

* *Responsible* - I help my family by taking care of my three younger siblings before and after school
* *Time management* - I am good at balancing between immediate needs and long-term goals. My flexibility and persistence are real assets. In a group effort, my time sense might help others stay steady and focused.
* *Idea generation* - I have the ability to balance between coming up with ideas and focusing on a single idea to develop a practical plan.
* *Taking initiative* - My ability to take initiative during difficulty helps reduce any negative impacts that will affect goals and plans.

**SKILLS**

* Proficient in the Microsoft Office Suite
* Skilled in the engineering and architectural rendering programs Autodesk Revit and SolidWorks. Capable of learning other programs with ease.
* Excellent in performing arithmetic and college-level algebra.
* Capable of developing letters and emails with appropriate syntax and diction to effectively get a point across.
* Fluent in English and Spanish. Studying Mandarin Chinese and looking to learn even more languages.

**ACHIEVEMENTS**

*Principal’s Honor Roll- 2017-2019*

* Received all years of my high school career

*Academic Letter Award- 2018*

* Achieved by having a cumulative unweighted G.P.A. of 3.7 or above

*Multiple Art Show Awards*

* Art show awards given by the Art Department including:
  + Honorable Mention Drawing- 2018 Spring Art Show
  + 2nd Place Drawing- 2018 Winter Art Show

*National Honor Society- 2018*

* Inducted into my school’s National Honor Society

*Aspen Flight Club- 2018*

Enrolled in the flight training program learning to fly and operate aircraft