

John Doe

Name should be 14 or 16 point font

Remember:
All other text should be 10, 11, or 12 point font

Remember:
Be sure that margins are 1" or .75" on top, bottom, left, and right

123 NW 13th St
Gainesville, FL 32603
Johndoe@gmail.com
(321) 123-4567

Professional email address only

All headings should be in all upper case, bolded, flush left

EDUCATION

High School Diploma, June 2009
Bayside High School, Gainesville, FL
Cumulative GPA: 3.1/4.0

GPA is optional, if listed, list using a scale as shown

Even if you haven't graduated you'll still list your graduation month and year

EXPERIENCE

Cashier and Bakery Assistant, June 2007 – Present
Winn-Dixie, Gainesville, FL
• Gained customer service skills as bagger and cashier
• Decorated cakes and filled displays
• Performed closing duties

Remember: Use Times New Roman or Ariel for all text

Secretary's Assistant, June 2008 – August 2008
Dr. Brown's Physicians Office, Gainesville, FL
• Organized and filed patient data

Remember: Items must be listed in reverse chronological order, that is, most recent first

HIGH SCHOOL INVOLVEMENT

Captain, Swim Team, 11th and 12th grade
• Lead the warm-ups before and after practice
• Kept the team in high spirited
• Ensured the pool area was clean when practice was over

Change this header to fit your needs, other options include: Involvement, Leadership, or Extra-curricular

Remember: Do not use Italics or Underlining, Just Bold and Plain text

Secretary, National Honor Society, 11th and 12th grade
• Corresponded with students on various projects
• Assisted with a variety of secretarial tasks
• Utilized public speaking skills

Remember: All headers (Education, Experience, etc.) and your titles (Captain, Cashier, etc.) should be in bold

Member, Future Business Leaders of America, 9th and 10th grade
• Participated in 2 business case competitions
• Learned about state, national, and global business practices

You can list by grade or by month and year, whichever you prefer as long as your resume is consistent

ACTIVITIES & AWARD

Member, Future Farmers of America, 10th, 11th, 12th grade
Small Forward, Men's Basketball Team, 9th grade
Volunteer, Franklin T. DeGroot Library, September 2007 - September 2008
Academic Excellence Award, 9th, 10th grade

Change this header to fit your needs, other options include: Honors, Awards, or Honors & Awards

SKILLS

Here you'll list additional skills you have, which you didn't gain from your involvement or experience headings

- Proficient in Microsoft Office, Excel, and Power Point
- Type 40 wpm