**YOUR NAME HERE**

*Professional contact information, including: email, phone number and email address  
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**OBJECTIVE**

Explain concisely what you want—e.g. “To attend Stanford University and pursue a B.A. in History with rigor”

**EDUCATION**Name of your high school *Dates of attendance*

Put the location of your high school *GPA*

**WORK EXPERIENCE**

Title at job *Dates of employment*

*Company, location*

* List the duties you had at this job
* Don’t use complete sentences

Title at job *Start date – End date*

*Company, location*

* Start each point with an ACTION VERB
* No more than 2 bullet points per item

**VOLUNTEER EXPERIENCE**

Organization *Start date – End date*

*Location*

* You didn’t have a job here, so don’t list a position
* Action verbs, action verbs, action verbs

Organization *Start date – End date*

*Location*

* Note what the organization does/ who they help
* Remember, no punctuation in a resume

**EXTRACURRICULAR ACTIVITES**

Activity Name *Start date – End date*

*Location*

* What did you do in this activity?
* Highlight leadership experience

Activity Name *Start date- End date*

*Location*

* Remember, most recent activities should be listed first
* Only include activities in high school

**HONORS AND AWARDS**

Title of Award *Date received*

*Awarded by, Location*

* What warranted you receiving this award?

Name of Honor *Date received*

*Bestowed by, Location*

* How did you earn it?