

7 Things to include on A Resume



1

Contact Section

In this section include your:

Name, Address, phone number and email.

2

Skills Section

In this section include you'll want to include positive skills you have, such as:

Good time management, Reliable, Strong verbal communication, etc.

3

Education Section

In this section include your the middle/high school you are attending/attended.

Make sure to include the school's name, your GPA (If it's above a 3.0), and any advanced or college level courses you have taken.

4

Work or Other Experience Section

In this section include you'll show your employment/volunteer experience. You'll want to include any job you've had, for example:

Volunteering for Boys & Girls Club, Babysitting, Regular Yard work duties, etc.

5

Activities Section

In this section include activities you are involved in. These can be both in and out of school. For example:

Sports, Extracurricular activities, Hobbies, etc.

6

Accomplishments Section

In this section include your accomplishments. These can be both academic and non academic related. For example:

ASB, Sports, Boy Scouts, certifications (Such as CPR, Adobe, etc.)

7

References

It's important to include at least 2 references that can speak to your abilities and experiences