

Name  
Address  
Email and Telephone Number

## EDUCATION

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Name of School : \_\_\_\_\_, City and State: \_\_\_\_\_ Month and Year- Month and Year  
Expected Graduation Date (month and Year)  
GPA (if over 3.0): \_\_\_\_\_

**Los Angeles High School, Los Angeles, CA** August 2012- Present  
**Expected Graduation Date June 2016**  
**GPA: 3.3**

## WORK EXPERIENCE

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Name of employer: \_\_\_\_\_ Start Date- End Date (month and Year)  
City and State \_\_\_\_\_  
Position : \_\_\_\_\_ ( *italics* )

**McDonald's** June 2014- Present  
**Los Angeles, CA**  
*Cashier*

- Maintained cashier's area clean
- Offered excellent customer service experience to clients
- Provided exact change to customers during financial transactions

**Bexel Street Elementary School** December 2013-June 2014  
**Los Angeles, CA**  
*Teacher's Assistant*

- Supervised students during recess and lunch
- Translated for parents during teacher conference meetings
- Graded student work
- Taught students English and Math skills.

## VOLUNTEER WORK

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Name of employer: \_\_\_\_\_ Start Date- End Date (month and Year)  
City and State \_\_\_\_\_  
Position : \_\_\_\_\_ ( *italics* )

**ABC Places** June 2014- August 2014  
**Los Angeles, CA**  
*Volunteer*

- Supervised students during recess and lunch
- Passed out food to students
- Played with the students
- Participated in special events.

## SKILLS (list any skills that you have in bullet points)

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- Bilingual ( English and Spanish)
- Can type 40 words per minute
- Can use computers, Microsoft Windows, Microsoft Office, Prezi and Apple Computers
- Strong public speaker

## AWARDS AND RECOGNITIONS

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- 1<sup>st</sup> place at school Science Fair **January 2014**
- 2014 Scholar of the Year **June 2013**
- YPI's Community Service Award **May 2013**
- Perfect Attendance Certificate **April 2013**

- **MAKE SURE TO KEEP YOUR RESUME TO ONE PAGE.**
- **DO NOT INCLUDE REFERENCES ON YOUR RESUME.**
- **CHECK FOR SPELLING ERRORS**
- **SEE PAGE 10 OF THE STUDENT GUIDE FOR SAMPLE BULLET POINTS FOR RESUME**
- **SEE PAGE 16 OF THE STUDENT GUIDE FOR SAMPLE COVER LETTER**
- **SEE PAGE 17 OF THE STUDENT GUIDE FOR SAMPLE REFERENCE PAGE**

Remember to **ALWAYS** organize your resume in order

1. **Education ( Mandatory)**
2. **Work Experience ( Mandatory if Any)**
3. **Volunteer Experience ( Mandatory if Any)**
4. **Extra-Curricular Activities ( Optional) ( Add if you have enough room on paper)**
5. **Skills ( Mandatory)**
6. **Awards and Recognitions ( Optional) ( Add if you have enough room on paper)**