

# My Personal Profile: My Resume

A resume is a document that you give a potential employer that includes your education, experience, and skills. Most resumes are 1-2 pages. Some jobs may have you fill out a job application instead of a resume and the application will include many of the same things. There are many different ways to make a resume and different categories of things you can include. This is a sample of a simple resume for a high school student. **After reading about the parts of a resume, try writing one of your own!**

<b>Maria Perez</b>	
110 Main Street, Anytown, PA 10001, (321) 123-4567, maria@email.com	
<b>Objective</b>	Motivated high school student seeking a part-time position as a cashier or store associate.
<b>Experience</b>	Volunteer, Anytown Animal Shelter March 2019 – August 2019 <ul style="list-style-type: none"><li>Cleaned animal cages, walked dogs, and sorted donations.</li></ul> Newspaper Deliveryperson, Anytown News September 2018 – March 2019 <ul style="list-style-type: none"><li>Delivered newspapers by 9am each weekday on a walking route of 30 homes.</li></ul>
<b>Education</b>	Anytown High School – Anytown, PA Graduation anticipated May 2022. Awards and recognition includes honor roll, perfect attendance award, and student athlete of the month.
<b>Skills</b>	<ul style="list-style-type: none"><li>Microsoft Word and Excel</li><li>Webpage Design</li><li>Public Speaking</li></ul>
<b>References</b>	John Smith Volunteer Coordinator, Anytown Animal Shelter (321) 345-6789 jsmith@anytownanimal.org

## Contact Information

This is your name, mailing address, phone number, and email (if you have an email address- its ok if you don't).

## Objective

Some resumes include an objective or a summary, but it is not required. You can choose whether you want to include one or not. This should be a short statement that says something about you and what kind of job you want. If you include this, make sure it makes sense. For example, don't say you are looking for a job in a retail store if you are applying for a job in a restaurant.

## Experience

This is the section where you would list any jobs you've had in the past. If you don't have a lot of experience, you can include volunteer experience as well. Make sure to list your job title, the name of the place you worked, the dates you worked there, and a brief description of your job duties. You can also include the location of the job.

## Education

This section could include high school, college, trade programs, community college, professional schools, or

any other education that you might have. If you are currently in school, make sure to note when you intend to finish so that the employer knows you are still in the school or program. If you earned a degree or certificate, you should include it. (For example, Diploma, Bachelor's Degree, Certificate)

## Skills

In this section you should list any special skills that might be interesting to an employer. It doesn't need to be something you learned at a job.

## References

A reference is someone your employer can call to ask about your work. You don't have to list references on a resume- you can provide them to the employer if they ask for them. Make sure to ask permission from the person before you list them on a resume.