

**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

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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

Be sure to use Strong Past Tense Action Verbs to start each bullet point

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

**HIGH SCHOOL INVOLVEMENT**

**Captain, Swim Team, 11<sup>th</sup> and 12<sup>th</sup> 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

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

**Secretary, National Honor Society, 11<sup>th</sup> and 12<sup>th</sup> 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, 9<sup>th</sup> and 10<sup>th</sup> 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

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

**ACTIVITIES & AWARD**

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

**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