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|  | Michael Jones*123 Your Address**City, State, Zip Code*000-000-0000email@youraddress.com |  |

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|  | OBJECTIVEYour career objective should include an introduction sentence, highlighting who you are and your positive traits. Next, identify the job you are applying for. In a concise way, emphasize why you would be an excellent employee.  |  | EDUCATIONABC High School, Denver, COJUNIOR GPA: X.XRelevant coursework: list classes that demonstrate relevant skills like public speaking, writing, technology, etc. |
|  | EXPERIENCEABC Employer, Denver, COJob Title, Date to DateInclude prior employment as well as experiences in clubs, on teams or any prior work experience. Focus on aspects of your experience that demonstrate traits that are essential in the workplace, such as leadership, communication, dependability, punctuality, hard work and honesty.XYZ Youth Group, Aurora, COMember, Date to DateUse formal language. Thoroughly edit your entire resume for grammar, spelling, and formatting consistency. There should be absolutely no typos in your resume. |  | SKILLSList skills that would be valuable in the workplace. Might include things like language skills, technology aptitude, and proficiency with software platforms.ACCOMPLISHMENTSList awards or earned recognition like Honor Roll. |