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

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|  | OBJECTIVE Your 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. |  | EDUCATION ABC High School, Denver, CO  JUNIOR GPA: X.X  Relevant coursework: list classes that demonstrate relevant skills like public speaking, writing, technology, etc. |
|  | EXPERIENCEABC Employer, Denver, COJob Title, Date to Date Include 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 Date Use formal language. Thoroughly edit your entire resume for grammar, spelling, and formatting consistency. There should be absolutely no typos in your resume. |  | SKILLS List skills that would be valuable in the workplace. Might include things like language skills, technology aptitude, and proficiency with software platforms. ACCOMPLISHMENTS List awards or earned recognition like Honor Roll. |