**JOHN SMITH**

123 Your Address

City, State, Zip Code

(xxx) xxx-xxxx

email@youremail.com

**CAREER 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.

**RELEVANT EXPERIENCE**

**ABC Employer, Denver, CO**

Job Title, Date to Date

* Include prior employment and volunteer experience, as well as experiences in clubs, on team
* List the tasks you are/were responsible for in a bulleted list
* Focus on aspects of your experience that demonstrate traits that are essential in the workplace, such as leadership, communication, punctuality, dependability, hard work and honesty

**XYZ Youth Group, Aurora, CO**

Member, Date to Date

* Use formal language
* Put each new idea in a new bullet
* Thoroughly edit your entire resume for grammar, spelling, and formatting consistency
* There should be absolutely no typos in your resume

**EDUCATION**

**ABC High School, Denver, CO**

JUNIOR

* GPA: X.X
* List awards or earned recognition like Honor Roll

**SKILLS**

* List skills that would be valuable in the workplace
* Might include things like language skills, technology aptitude, proficiency with software platforms like Microsoft Word or Excel and soft skills