

Student Name

Statement Example – Be specific and brief. *Example:*
A responsible student looking to further their graphic design skills in a summer internship.

Street Address,
City, State, Zip
Phone Number
Email
Web Site/Blog/LinkedIn

EDUCATION

High School, City, State - High School Diploma

Month /Year – Anticipated Graduation Date

- GPA (weighted or unweighted)
- List AP Courses, honors and/or dual credit

ACTIVITIES

Job Title - Club/Sport

Start Date to End Date/Present

- Describe how and what you did for this job or service. Use verbs like enhanced, reorganized, increased, improved, initiated, or upgraded.
- Details
- Details

Job Title - Club/Sport

Start Date to End Date

- Details
- Details
- Details

WORK EXPERIENCE

Job Title - Company/Organization

Start Date to End Date/Present

- Describe how and what you did for this job or service. Use verbs like enhanced, reorganized, increased, improved, initiated, or upgraded.
- Details
- Details

SKILLS

Skill #1

Skill #2

Skill #3

Skill #4

AWARDS

List award and date received

List award and date received

ADDITIONAL

Babysitting for family or neighbors. How did you entertain the children? Planned meals and activities?

Special interests

Projects

HOBBIES

Hobby #1

Hobby #2