

Name
Address
Email and Telephone Number

EDUCATION

Name of School : _____, City and State: _____ Month and Year- Month and Year
Expected Graduation Date (month and Year)
GPA (if over 3.0): _____

Los Angeles High School, Los Angeles, CA
Expected Graduation Date June 2016
GPA: 3.3

August 2012- Present

WORK EXPERIENCE

Name of employer: _____ Start Date- End Date (month and Year)
City and State _____
Position : _____ (*italics*)

McDonald's
Los Angeles, CA
Cashier

June 2014- Present

- Maintained cashier's area clean
- Offered excellent customer service experience to clients
- Provided exact change to customers during financial transactions

Bexel Street Elementary School
Los Angeles, CA
Teacher's Assistant

December 2013-June 2014

- Supervised students during recess and lunch
- Translated for parents during teacher conference meetings
- Graded student work
- Taught students English and Math skills.

VOLUNTEER WORK

Name of employer: _____ Start Date- End Date (month and Year)
City and State _____
Position : _____ (*italics*)

ABC Places
Los Angeles, CA
Volunteer

June 2014- August 2014

- Supervised students during recess and lunch
- Passed out food to students
- Played with the students
- Participated in special events.

SKILLS (list any skills that you have in bullet points)

- Bilingual (English and Spanish)
- Can type 40 words per minute
- Can use computers, Microsoft Windows, Microsoft Office, Prezi and Apple Computers
- Strong public speaker

AWARDS AND RECOGNITIONS

- 1st place at school Science Fair
- 2014 Scholar of the Year
- YPI's Community Service Award
- Perfect Attendance Certificate

January 2014
June 2013
May 2013
April 2013

- **MAKE SURE TO KEEP YOUR RESUME TO ONE PAGE.**
- **DO NOT INCLUDE REFERENCES ON YOUR RESUME.**
- **CHECK FOR SPELLING ERRORS**
- **SEE PAGE 10 OF THE STUDENT GUIDE FOR SAMPLE BULLET POINTS FOR RESUME**
- **SEE PAGE 16 OF THE STUDENT GUIDE FOR SAMPLE COVER LETTER**
- **SEE PAGE 17 OF THE STUDENT GUIDE FOR SAMPLE REFERENCE PAGE**

Remember to **ALWAYS** organize your resume in order

1. **Education (Mandatory)**
2. **Work Experience (Mandatory if Any)**
3. **Volunteer Experience (Mandatory if Any)**
4. **Extra-Curricular Activities (Optional) (Add if you have enough room on paper)**
5. **Skills (Mandatory)**
6. **Awards and Recognitions (Optional) (Add if you have enough room on paper)**