

# RESUME

## FORMATTING & STRUCTURE



### Contact Info

## FIRST & LAST NAME

City, State | name@professionalemail.com | (123) 456-7890

### Summary or Objective Statement

A brief overview of your experience and skills that match the job.

A statement about your career goals and what you aim to achieve in the role.

### Education Info

#### High School Diploma

#### Expected Graduation Date

Name of high school | City, State

Final GPA

Class rank if relevant

### Work Experience

#### Job Title, Company Name | Amount of Hours / Week

#### Start Date - End Date

- This is where you showcase what you completed.
- Make sure your information is relevant and concise.
- Only use three bullet points per work experience.

#### Job Title, Company Name | Amount of Hours / Week

#### Start Date - End Date

- Do not use an AI Program to write your resume.
- Proofread carefully to avoid spelling, grammar, and formatting mistakes.
- Quantify your experiences. Be sure to communicate how much of what you've done.

#### Job Title, Company Name | Amount of Hours / Week

#### Start Date - End Date

- Avoid unnecessary detail.
- Focus on achievements, avoid mundane tasks, and never embellish your responsibilities or job title.
- Bullet points should be brief and to the point. Limit each bullet point to one or two lines.



Experience needs to be listed in reverse chronological order; so most recent listed first.

### Skills and Achievements

#### Key Skills

- Prioritize key skills.
- Include a mixture of hard and soft skills.
- Tailor skills to job description.
- Avoid skills you should know like Microsoft Power Point or Excel.

#### Honors and Awards

- Focus on impactful awards or achievements.
- Be selective and concise.
- Showcase leadership and initiative.
- Include a variety of achievements to showcase a well-rounded view.



Professionally formatting your resume is crucial because it creates a strong first impression, showcasing your attention to detail and organizational skills. A clean, polished format highlights your most relevant experiences and qualifications, allowing recruiters to quickly identify key information that aligns with the job requirements.



# RESUME



## FORMATTING & STRUCTURE EXAMPLE

### Contact Info

## LACY CAMPTON

Eden, TX | lacy.campton@gmail.com | (123)456-7890

### Summary or Objective Statement

Hardworking high school student with a strong academic record and experience in customer service, seeking to contribute to a dynamic team environment.

• OR •

Enthusiastic high school student eager to apply strong organizational skills and passion for customer service in a part-time retail position.

### Education Info

#### High School Diploma

May 2025

Eden High School | Eden, Texas  
GPA: 4.0  
Top 10%

### Work Experience

#### Retail Associate, The Fig Leaf | 20 hours per week

May 2024 - August 2024

- Assisted an average of 30-40 customers per shift with product selection and inquiries
- Operated cash registers and processed transactions totaling approximately \$1,500 per shift
- Restocked and organized an average of 50 items per shift, ensuring store shelves displays were consistently appealing

#### Lifeguard, City of Eden | 30 hours per week

May 2023 - August 2023

- Monitored swimming areas to ensure the safety and well-being of all patrons of up to 200 people per day
- Performed weekly maintenance and inspections of safety equipment and facilities, including conducting routine first aid and CPR when necessary.

#### Waitress, Morocco Cafe | 30 hours per week

May 2022 - August 2022

- Served an average of 50-60 customers per shift, efficiently handling orders and delivering meals with a 95% accuracy rate.
- Processed cash and card transactions totaling approximately \$1,000 per shift, maintaining a balanced register and handling payment discrepancies.
- Assisted in designing a new menu, created 15 digital marketing advertisements, and helped design a roadway sign.

### Skills and Achievements

#### Key Skills

- Data entry.
- Organizational and time management skills.
- Public Speaking.
- Customer Service.

#### Honors and Awards

- Houston Livestock Show and Rodeo Scholarship
- National Honor Society
- Eden, Texas FFA Chapter Star Greenhand Degree
- Most Valuable Player Eden Volleyball - 2024

