

Pretend Student
Phone # 269.987.6543
Include address if you'd like
Pretendstudent@emailaddress.com

Education

Buchanan High School, General Studies
Expected Graduation, May 2017

Work Experience

McDonald's
Paw Paw, MI
Responsibilities include making food, sanitation, operating the cash register, taking orders, and customer service.

Volunteer Experience

Key Club
Buchanan High School
Responsibilities organizing volunteer events, working with the local community to coordinate charity activities. Some activities include: pancake breakfast at Thrill on the Hill, Plow Day for the high school farm, and Clean up the Park.

Certifications

Microsoft IT Specialist 2016 – Excel, Word, & PowerPoint

CPR & First Aid Certification 2016 – 2018

Extra-Curricular Experience

Varsity Soccer
2013 – 2016
Buchanan HS
Accomplishments include 3 year varsity letter and captain for two years. Skills learned include teamwork, dedication, responsibility, and leadership.

4-H Club
2009 - current
Buchanan, MI
Skills practiced include taking care of animals, communication, teamwork, organization, dedication, and punctuality.

Resume Hints:

- Make sure you are honest!
- Use complete sentences and proper spelling and punctuation.
- Education – expected graduation date until after graduation
 - Remember you will have to constantly update your resume as your experience changes
- Work Experience – you should ONLY include work that you have been paid for thru a company. Babysitting your neighbor is not the best “work experience” unless it’s something you’ve done for a while and it’s something that is fairly consistent
- Certifications – only include certifications that are current
- Volunteer Experience – these typically include on-going activities, not single day things unless you are part of a club that does a lot of single day volunteer activities.
- Extra-Curricular Experience – Drama, Athletics, 4-H....these are all great things to include on your resume now. Eventually as you get older you will focus only on work experience, but if you don’t have a lot of experience, this tells potential employers a lot about you.
- **Languages – IF you are BI-LINGUAL, and I mean FLUENT in more than one language this ABSOLUTELY MUTS GO ON YOUR RESUME!!!! IT IS AN EXTREMELY IMPORTANT SKILL!!**
- Leave off hobbies, interests, and references from your resume. They are not necessary and we are trying to limit our resumes to one page for now.
- Do NOT use a resume template! Templates restrict your formatting and make it hard to make changes. Do NOT use a template. Make your own resume!!!!