**Pretend Student**

**Phone # 269.987.6543**

**Include address if you’d like**

**Pretendstudent#emailaddress.com**

**Education**

Buchanan High School, General Studies

Expected Graduation, May 201?

**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!!!!