

Resume Tips

- Start bullet points with verbs from the Harvard action words list
- Do NOT end bullet points with punctuation
- Be as descriptive and specific as possible
- Only include your GPA if it's a 3.0 or higher (on a 4.0 grading scale)
- If you plan on traveling or moving for your job, do NOT include your city with your phone number and email at the top of your resume
- AI can be helpful when writing your bullet points; ask it for help, but make it your own
- Make sure it fills up the whole page; if it goes onto a second page, either fill that page up as well or delete irrelevant job(s) for that specific application
- Do not include references on your resume, companies will ask for them during the interview



First Name Last Name

(###) ### - #### | name@email.com

EDUCATION

NAME OF HIGH SCHOOL

August 2018 - May 2022

CITY, STATE

- GPA: (ONLY ADD IF 3.0 +)
- Add relevant classes to your major (if attending higher education)

PROFESSIONAL EXPERIENCE

Job Title

January 2020 - May 2022

Name of company, City

- Extremely specific duties, numbers, tasks; how you did one part of your job and potentially assisted a coworker with their job; ideally 1.5-2 lines; no final punctuation/period
- Make sure there are 3-4 bullet points per job

Job Title

January 2020 - May 2022

Name of company, City

- Extremely specific duties, numbers, tasks; how you did one part of your job and potentially assisted a coworker with their job; ideally 1.5-2 lines; no final punctuation/period
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VOLUNTEER WORK

Volunteer Title

April 2020

Name of company, City

- Extremely specific duties, numbers, tasks; how you did one part of your job and potentially assisted a coworker with their job; ideally 1.5-2 lines; no final punctuation/period
- Make sure there are 3-4 bullet points per job

AWARDS

- President's List (2019)
- Varsity Letter, Soccer (2021, 2022)
- Class President (2018-2022)

INVOLVEMENT

- Student Government Association (2020-2022)
- Varsity Soccer (2019-2022)
- Photography Club (2021-2022)
- Spanish Club (2022)

