

*Model Resume*

**[Your Name]**  
**[Your Address]**

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<b>Objective</b>	Beginning with an action verb, describe your career goal or job objective.
<b>Education</b>	Beginning with an action verb, described your education including dates attended, name of school or training facility, city and state.
<b>Work Experience</b>	Beginning with an action verb, describe your work experience including beginning and ending dates, company name and job title.
<b>Volunteer experience</b>	Beginning with an action verb, describe your community or volunteer activities including dates and number of hours.
<b>Awards &amp; Certificates</b>	Beginning with an action verb, describe your awards received including the name of the academic class or activity for which you received the award and the date received.
<b>Extracurricular activities</b>	Beginning with an action verb, described your extracurricular activities.
<b>Hobbies &amp; Interests</b>	Beginning with an action verb, describe only your interest and activities that are related to your current career goals or job objectives.
<b>Skills &amp; Abilities</b>	Enter some of your strengths, special skills and abilities. Make sure to include any skills you have learned in your classes.
<b>References</b>	References are people that potential employers can contact to learn more about you and verify information on your resume'. References are usually current or former employers, teachers, or people who have overseen extracurricular activities.