

Resume Cheat Sheet

Sally B. Student

City, State • phone number • [email](#)

Summary

Write a few sentences summarizing your skills and why you are a good candidate.

Skills (list no more than 5)

Teamwork, Communication, Responsible, Customer Service, Problem-solving, Active Listening, Collaboration, Leadership, Flexibility, Attention to detail, Time Management, Resolving Conflict

Technocal Skills

Microsoft Office: Excel, Word, PowerPoint, Outlook, Photoshop, Logo creation, Food Preparation, Social Media, Schematics, 3D Modeling, Coding, Imaging Software, Dental Impressions, Panoramic X-Rays, Developing Blueprints, Measurements, Duct Work, Electrical Control Systems, Medical Terminology, Grooming, Lab Procedures, EKG, Wound Care, Hair Coloring, Skin Care, Engine Operation and Rebuilding, Fabrication

Education

Franklin County Career & Technology Center, Chambersburg, PA

Program:

Graduation: MM/YY

Home School, City, PA

Program: High School

Diploma Graduation:

MM/YY

Experience

Organization, City, State

Role/Title

MM/YY – MM/YY

- Created something that improved connectivity.
 - Collaborated with 3 classmates to reverse-engineer a remote control.
 - Discovered why it wasn't working correctly.
- Improved the organization of 50 electronic components in the classroom.
 - Made an inventory list of the components and how much was in stock.

Activities

Honors Society, Yearbook Committee, Art Club, Electronics Club, School Newspaper

Example: **Yearbook Committee** – Shippensburg Area High School – September 2021 – June 2022

- I provided my ideas for the yearbook senior class section. The committee voted on which ideas they liked and then I collaborated with the committee to complete the tasks.

Leadership Roles

President, Vice President, Secretary, Captain, Co-Captain, Leader, Sponsor, Manager, Supervisor, Mentor, Tutor, Chairperson

Example: **Soccer Team Captain** – Chambersburg Soccer Group – June 2022 – August 2022

- I rallied the team before each game to get them energized and thinking positively. I worked with the coach to ensure each person was playing in a position that best utilized their strengths. The team finished the season 6:2.