

Resume Outline

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 up to 5 skills that are not technical. These are also considered “core competencies”.

Technology Skills

List of the software experience. For example: Microsoft Excel, Word, PowerPoint

Education

Franklin County Career & Technology Center, Chambersburg, PA Program:

Graduation: MM/YY

Home School, City, PA Program: High School

Diploma Graduation: MM/YY

Experience

This can be about work, project, leadership, etc. but should be organized accordingly.

Organization, City, State

Role/Title

- *Created something that improved connectivity.*
 - *Collaborated with 3 classmates to reverse-engineer a remote control.*
 - *Discovered why it wasn't working correctly.*
 - *Developed a solution in 2 weeks.*
- *Improved the organization of 50 electronic components in the classroom.*
 - *Made an inventory list of the components and how much was in stock.*
 - *Created a spreadsheet to organize the data.*
 - *Presented the findings to my teacher.*

Activities

Role – Organization – MM/YY

- 1-2 sentences on what you did / why this is relevant.

Leadership Roles

Role – Organization – MM/YY

- 1-2 sentences on what you did / why this is relevant.
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