



Career Services & Consultation High Schooler Resume Worksheet

Name (First and Last name):

Email:

Phone Number:

City, ST & Zip Code:

High School Name, City/State, Graduation (Month, Year)

If you have these:

LinkedIn URL

ePortfolio URL

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- **Jobs:** List name of company, position held, dates worked from/to

- Volunteer activities- List organization you volunteered with and what you did.

- List Awards/Honors

- List School Projects

- List Technical Skills/Software Skills or Special Training

- List school clubs, sports. Include position

- Hobbies/Non-school activities