**First & Last Name**

Address, City, State, Email Address, Phone Number

*Job You’re Applying For*

(optional) You can write a profile summary here. Brief, clearly worded statement of what you do and the skills you have that are relevant. Skills you mention should be supported in the body of the resume. Title for this section should be the job you’re applying for.

**Education** **Diploma**, North Wilkes High School June 2017

GPA 3.5

**Certifications** Certified Nurse’s Assistant Dec 2016

**Honors**  Nominee, Governor’s School Sept 2016

Student of the Month April 2016

**Work Experience Job Title,** Name of Company, City, StateJune 2016-present

* Describe accomplishments & tasks
* Begin phrases with action verbs
* Be succinct & clear
* List work experience in reverse chronological order
* Emphasize transferable skills

**Volunteer Experience**

**Server,** Wilkes Soup Kitchen, Wilkesboro, NC Summer 2015

* Prepared meals for underprivileged families
* Served 100 people
* Designed advertisement of services

**Memberships**

**Treasurer**, Beta Club, North Wilkes High School Jan 2016-present

* Responsible for collecting, counting and

recording monies fundraised by members

Action Verbs:

Accomplished, analyzed, assisted, calculated, circulated, clarified, collected, conducted, created, decreased, generated, helped, introduced, influenced, investigated, joined, led, located, maintained, managed, showed, structured, supplied, supported, surveyed, trained, updated, distributed, documented, edited, eliminated, expanded, expedited, marketed, negotiated, organized, programmed, provided, resolved, responded, reviewed, used, verified, won, worked, wrote

*Created by Amber Falise, Career Development Coordinator, Wilkes County Schools*