**Personal Information**

Name Current and Permanent address (may be omitted from a resume posted on the web)  
Telephone number  
E-mail address

**Objective**

In one short sentence summarize your goal for your job search.  
The goal statement should be related to the specific position for which you are applying. It is also effective to highlight your skills in the goal statement.  
  
Examples:  
Seeking a position as a social worker providing service to the aged.  
Seeking a position that utilizes my skills in counseling, research, and proposal writing.

**Education**

High school name  
City and State  
Date of graduation  
Course Highlights (courses directly related to the job or your career field and special abilities)  
Certificates

**Work and Related Experience**

Summer jobs, Internships, Volunteer work  
(Include position title, company/organization, city/state, dates and a brief list of the job duties)

**Awards and Honors**

Academic, musical, athletic and or other recognition. (Include name of the award/honor, who awarded it, and when it was awarded.)

**Activities/Hobbies**

Include your role in the position, the organization and dates.

Example:  
Captain, Shorewood High School, Volley Ball Team, 1999 2001

**Skills**

Soft skills: (being responsible, loyal, hardworking, energetic, outgoing.)  
Hard skills: (research and writing, Microsoft word 98, Microsoft Publisher 2000, Public speaking.)