Personal Information

Name

Address

Phone Number

Email Address

Education

Schools (Locations and Dates Attended)

Grade Point Average (if 3.0 or above)

Special Training

Certifications

Experience / Work History

Current Employer (Include job duties & responsibilities)

Previous Employers

Internships

Relevant Volunteer Organizations

Extracurricular Activities

School Clubs

Community Groups (Boy/Girl Scouts, etc)

Leadership Positions Held

Hobbies

References

Generally not included unless the resume has been specifically requested from you, or you are applying for a specific position.