

Senior Seminar Resume Outline

(your full name)

(address - number and street)

(phone number – no parenthesis)

(address - city, state zip)

(appropriate email address)

Skills & Certifications: *(one on each line)*

Refer to the paper we completed in class: "Employment Skills" for the skills you learned in your program.

Education:

- Central Montco Technical High School, Plymouth Meeting, PA

_____ years in the _____ Program
(write out number) (name of your program)
Completion, May 20_____

- _____ / _____
(full name of your home school) (city and state)
Graduation, June 20_____

Work Experience: List with **most recent first** and work backwards.

Job #1:

_____ at _____ in _____
(name of position) (name of company) (city, state)
from _____ to _____
(write out name of month, include year) (write out name of month, include year)

Duties include: _____

Job #2:

_____ at _____ in _____
(name of position) (name of company) (city, state)

from _____ to _____
(write out name of month, include year) (write out name of month, include year)

Duties include: _____

Honors and Activities: *(one on each line)*

- Member, SkillsUSA at CMTS _____ years **(YOU ARE ALL MEMBERS!)**

Community Service: *(one on each line)*

- Canned Food Drive at CMTS
- Toys From Tech at CMTS
