

SAMPLE RESUME

First and Last Name

Street Address, City, State, Zip Code

Phone number / Email address

EDUCATION

University Name, City, State

Major

Minor

Expected graduation date (month/year)

SCHOOL INVOLVEMENT

List the years of involvement in high school and college related service/volunteer organizations, leadership positions, student government involvement, etc.

EXAMPLE:

- *Overcoming Hurdles in Ohio Youth Advisory Board, Vice President, 2015-2016*
- *Business Leaders of America, Member, 2016-Present* *EXAMPLE:*
- *Business Leaders of America, Member, 2016-Present*

COMMUNITY INVOLVEMENT

List the years and location of ALL involvement in community related service/volunteer organizations, leadership positions, government or political involvement, child welfare/foster care/adoption volunteer work, etc.

EXAMPLE:

- *Overcoming Hurdles in Ohio Youth Advisory Board, Vice President, 2015-2016*

PAST AND CURRENT WORK EXPERIENCE

List the all of the organization/company names, city and state, along with the position held and job responsibilities

EXAMPLE:

- *Business/Organization Name, City, State*
- *Position Title, Dates Employed*
 - *List duties, responsibilities and accomplishments*