

Resume Guideline

Name
Address
Phone Number
Email

Education:

Texas City High School, 1431 9th Ave N, Texas City, TX 77590
GPA/Class Rank
SAT/ACT/AP scores

Honors/Awards:

Club, school, and athletic awards. List the most important first.

School Activities:

List the most recent first
Include years of participation (Do not include things before high school unless they continued through high school)
If an officer, list organization then office held on the next line

Work Experience:

Jobs, paid or unpaid
List most recent first with dates (month and year)
List job duties and responsibilities

Community Activities:

List the most recent first
Include years of participation

Special Interests and Skills:

Interests, skills, and hobbies

References: (2-3)

James Jobe
1431 9th Ave N
Texas City, TX 77590
409-916-0800