

Your Name
Your Street Address
Your City, ST Zip
Your phone number (specify if home or cell)
your email address (**DO NOT USE A SCHOOL-BASED EMAIL**)

OBJECTIVE

- Include the title and track of the internship you are applying to.
- Add one or two sentences that highlight your most impressive skills

SUMMARY OF SKILLS

- Include five to eight of your most impressive skills and accomplishments here.
- Ensure the skills you list are relevant to the type of job you are seeking.
- Be as specific as possible.

EDUCATION

- Include your school, grade, cumulative GPA and academic honors

WORK EXPERIENCE

- Include all jobs you have held in the past
- Who they were with
- List leadership roles assumed
- List skills learned

VOLUNTEER EXPERIENCE

- Include any volunteer experiences at school, church, community, on your own
- Who they were with
- List leadership roles assumed
- List skills learned