**Your Name**

Full Name in Bold

Your Street

Your City, State, Zip

Your Phone Number

Professional e-mail

Your e-mail address

**Objective:** A one sentence statement about the job you are seeking. i.e.:

* An entry-level position in <what>, with opportunity for advancement.
* A <what> position utilizing my skills in <what>.
* A position as a <what> with a growing company.

**Education:** Burleson High School Burleson, Texas

(Information about your grade level, classes you have taken that relate to this program.)

**Accomplishments:** Things you have accomplished during high school (i.e. class rank, GPA, chapter delegate for SkillsUSA, student council, Ag judging team, U.I.L., etc.) Use strong action verbs and adverbs

* Actively participated in <what>

List no more than three statements for each accomplishment.

* Successfully managed <what>
* Supervised <what>

Only list if you have or had a job.

**Employment:** Employer City, State, Zip

 Your Position Start Date to End Date

**Community:** Community service you have participated in.

**Languages:** Languages other than English you speak.

 Fluency level.

**Hobbies:** Hobbies related to your program of study.

**Awards:** Awards you have won.

**License:** Licenses, certificate, or certifications you have earned.

**References:** List four references (Name, relationship, full address, phone number). Ask them before you list their names. Professional relationships (teachers, pastor, employer)

**Resume Rubric**

Function

4 Audience and Purpose are strong and clear.

3 Could be stronger.

2 Less clear - weak parts.

1 Not clear.

Form and Content

4 Format is clear and includes objective, names, dates in chronological order and locations.

3 Mostly clear.

2 Format is confusing and missing some major sections.

1 Format is hard to see.

Effectiveness

4 Professional appearance, tone, and style.

3 Some inconsistencies remain.

2 Less professional appearance, tone, and style, several weaknesses.

1 Does not have professional appearance, tone, or style. Needs revision.

Grammar and Mechanics

4 Follows all guidelines for spelling and grammar. Sentences are strong and have varied structure.

3 Some sentences are unclear, uneven, or have errors.

2 Multiple errors, difficult to understand.

1 Most sentences contain numerous errors.