

RESUME *(template: type or word-process)*



(Name)

(Mailing address, phone #, email)

Goals: *(state short-term and long term goals)*

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Education: *(name of school(s), GPA, class rank)*

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Awards/Achievements: *(list names and dates received. Add extra bullets, as needed.)*

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Leadership positions held: *(I.e. clubs, sports; Can be in or outside of school. List activity, position, and provide dates. Add extra bullets, as needed.)*

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Volunteer Activities: *(I.e. in school or in the community. List activity and provide dates. Add extra bullets, as needed.)*

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Other pertinent information: *(E.g. work, internships, travel, publications. List activity and provide dates. Add extra bullets, as needed.)*

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Key Skills: *(Add extra bullets, as needed.)*

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Hobbies and interests: *(Add extra bullets, as needed.)*

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