## **Resume Building Worksheet**

**Full Address:** 

**Cell Number:** 

Name:

Highschool:	Graduation Month & Year:	Languages Besides English:			
<ol> <li>Awards         <ul> <li>a. Did you win any awards during your high school career? If yes, be sure to add them on your resume!</li> </ul> </li> </ol>					
Grade	Award Title				
<ol> <li>Extracurricular Activities (Sports, clubs, afterschool programs, etc.)</li> <li>a. Be sure to put your most recent activity on top and your least recent activity on the bottom. Only include extracurriculars you have done in high school.</li> </ol>					
Grade	Extracurricular Activity	Your Role			

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a. Have you volunteered your time while you were in high school? If yes, then great! You can add your volunteer experience to your resume.

Grade	Volunteer Activity

## 4. Work Experience

a. Did you have a part time job in high school, either during the academic year or summer? Be sure to include those!

Month & Year	Title	Employer	Location (i.e Manhattan)