

Get your own resume template:

<https://www.sparreyconsulting.com/seattleacademy>

Step 1: Personal Information

Instructions: Fill in your personal information. This will appear at the top of your resume.

- **Name:**
 - **Phone Number:**
 - **Email Address:**
 - **Home Address (optional):**
 - **LinkedIn Profile URL (if available):**
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Step 2: Education

Instructions: List your educational background.

- **School Name:**
 - **Location:**
 - **Dates Attended (e.g., September 2021 – June 2025):**
 - **GPA (if 3.4 or above, optional):**
 - **Honors or Awards:**
 - Example: Honor Roll, Academic Excellence in Math, etc.
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Step 3: Experience

Instructions: List your work, volunteer, or project experience. Use action verbs and quantify accomplishments when possible.

1. **Position Title:**
2. **Organization Name:**
3. **Location:**
4. **Dates Worked (e.g., June 2023 – August 2023):**
5. **Responsibilities and Achievements:**
 - Example: "Assisted 20+ customers daily with product inquiries."
 - Example: "Designed posters for school events, increasing attendance by 25%."

Repeat this section for additional experiences.

Step 4: Skills

Instructions: List your skills relevant to school, work, or personal interests. Group them by category if possible.

- **Technical Skills:**
 - Example: Microsoft Office, Google Workspace, Canva, Coding (Python, HTML).
 - **Soft Skills:**
 - Example: Communication, Teamwork, Time Management.
 - **Languages:**
 - Example: Spanish (Intermediate), French (Beginner).
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Step 5: Activities and Leadership

Instructions: List your extracurricular activities, leadership roles, or memberships in clubs/organizations.

1. **Activity/Organization:**
 2. **Role (if applicable):**
 3. **Dates Participated:**
 4. **Key Contributions or Achievements:**
 - Example: "Organized school fundraiser, raising \$2,000 for charity."
 - Example: "Led weekly robotics club meetings for 15 members."
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Step 6: Awards and Accomplishments

Instructions: List any awards or accomplishments.

- **Award Name:**
 - **Date Received:**
 - **Description (optional):**
 - Example: "First Place in Regional Science Fair for designing an innovative water filtration system."
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Step 7: Finalizing Your Resume

Checklist for Students:

- I have included all sections: Personal Information, Education, Experience, Skills, Activities, Awards.
 - I used action verbs and quantified achievements where possible.
 - I proofread for grammar, spelling, and formatting errors. Most importantly, I have looked for consistency.
 - I asked a teacher or mentor for feedback.
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