

Resume Template (2026)

[Your Name]

[Your City, State] | [Your Email] | [Your Phone Number] | [LinkedIn Profile (if applicable)]

Professional Summary (Optional, but recommended)

A brief 1-2 sentence introduction about yourself, highlighting your strengths and what kind of job you're seeking. Example:

Motivated high school student with strong teamwork and customer service skills, eager to apply problem-solving abilities in a retail or hospitality setting. Passionate about learning and growing in a fast-paced environment.

Education

[Your School Name] – [City, State]

Expected Graduation: [Month, Year]

Relevant Coursework: [List classes that relate to the job, if applicable]

Skills (Include job-relevant skills)

- Customer Service, Teamwork & Collaboration, Time Management, Communication Skills, [Industry-Specific Skill]

Experience (If applicable, include part-time jobs, internships, or volunteer work)

[Job Title] – [Company Name], [City, State]

[Month, Year] – Present/End Date

- Responsibility or achievement #1
- Responsibility or achievement #2

(If no formal job experience, list volunteer work, school projects, etc. leadership roles.)

Activities & Leadership (Optional, but recommended if no work experience)

- **[Club/Sports Team/Extracurricular Activity]** – [Role] – [Year(s) Active]
 - Achievement or key responsibility

Certifications & Training (If applicable)

- [Certification Name] – [Issuing Organization], [Year Earned]