

Sample Resume Format
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**YOUR NAME**  
**YOUR ADDRESS**  
**YOUR PHONE NUMBER**  
**YOUR SOCIAL SECURITY NUMBER**

**Educational Background**

Glendale High School, 2727 S. Ingram Mill Rd., Springfield, MO 65804 (If you have attended other high schools also list them with dates you attended.)

**College and Career Plans**

**Basic Educational Statistics**

Your GPA:

Your Class Rank:

Your Graduation Date:

Your ACT/SAT score:

**Academic Achievements**

Examples: Honors and AP classes enrolled in; research projects completed; special academic contests, etc.

**Awards, Achievements, and Honors**

Academic Awards; Leadership Awards; Music Awards; Sports Awards, etc.

**Extracurricular Activities**

Clubs, Sports, etc.

**Religious Activities (if applicable)**

Church membership, nursery worker, youth group, etc.

**Community Service**

Christmas baskets, blood drive, etc.

(Go to <http://www.careercornerstone.org/pdf/usnwrcolplan05.pdf> for another example of a Personal Profile Resume'.)