***Name and Contact Information***

* Name
* Address
* Reliable telephone number
  + The voicemail message for whatever telephone number you provide must be professional sounding because this may be the potential employer’s first impression of you.
* Email address
  + The email address you use in your job search must be professional looking because this may be the potential employer’s first impression of you.

***Objective***

* The more specific you can be with an objective the better.
* A one-size-fits-all approach will not impress potential employers.
* Clearly state the type of job you are hoping to get.
* Use the job titles the potential employer uses, if appropriate.

***Work Experience***

* List formal jobs and names of employers from wherever you have worked.
* Include informal jobs you have had such as gardening, babysitting, and even lemonade stand sales.
* Include any internships or job shadowing you have completed.

***Education History***

* Begin with the most recent information and work backward.
* High school students can list your high school and current GPA.
* Students in a California Partnership Academy or career pathway program should include the name of the academy or pathway.

***Military Service***

* List Junior Reserve Officer Training Corps if applicable or choose “Do Not Add Military Service”.

***Skills, Awards, Certifications***

* Include recognition for achievements in and out of school:
  + School certificates (such as honor roll), sports awards, etc.
  + Certification earned in career technical education course, etc.
  + Volunteer, community recognition, etc.

***References***

* As you build your resume, begin creating a list of people you can use as references.
* Get permission from individuals you plan to use as references.
* Avoid using family members.