
CHELSEA GOLDMAN
STUDENT
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SUMMARY
A resume summary is a preview of your most notable achievements, experiences, and skills. The primary purpose of this section is to convince the manager to read the rest of your resume. Tailor this section to match the job qualifications.
EDUCATION
TOWNSVILLE HIGH SCHOOL
Townsville, NC
Date - Date | GPA: 3.85
AWARDS & HONORS
ZERO ROBOTICS
Third Place, National Level
SKILLS
EXTRACURRICULAR ACTIVITIES
ENTER YOUR TITLE HERE
Organization or Team Name | Date - Date
Start each bullet with a power word. Use converted, organized, or developed rather than responsible for.
Be consistent with the tense you are using. For jobs that you have done previously, use past simple tense.
ENTER YOUR TITLE HERE
Organization or Team Name | Date - Date
List no more than 3-5 bullet points. Only include the most relevant information. Keep your resume clear and concise.
Don't exaggerate your achievements or skills. Being honest will save you in the long run.
ENTER YOUR TITLE HERE
Organization or Team Name | Date - Date
List no more than 3-5 bullet points. Only include the
MS Word
Google Docs
Apple Pages
STUDENT
RESUME