CCC Sample Resume for Internships, Apprenticeships, and Summer Jobs

This sample resume offers a framework for creating your own resume when applying for jobs. It's one example of how resume information can be organized, but it may not fit every student or job application. Customize it to best reflect your experiences and the job you're applying for.

Position the categories where you have the most relevant experience near the top for better visibility. This could be a past job in the same industry, a class you took, or a club or organization you're involved in. If you've never had a job before, don't worry—everyone starts somewhere! Emphasize community service, extracurricular activities, and relevant coursework.

Under each experience listed, include 2-3 bullet points describing your contributions. Use action verbs and avoid unnecessary filler words. For example, instead of saying "When I worked at Home Depot, I was in charge of making sure that the shelves were stocked and looked good every day," say "Stocked shelves efficiently and organized merchandise." Incorporate specific numbers and examples where possible; for instance, list the amount of money you raised if you organized a fundraising event. Highlight aspects of your experiences that are relevant to the job you're applying for.

Tailor your resume for each position by carefully reading the job posting and incorporating relevant keywords. For example, if the job posting mentions proficiency in Excel, ensure your resume reflects your Excel skills. Adjust your experience descriptions to emphasize aspects most relevant to the job. For an internship at an engineering firm, highlight technical skills from your school's robotics team. For a server position, focus on teamwork and communication skills gained from your experiences.

When crafting your resume, it's crucial to keep it concise—ideally, no longer than one page. Employers often read many resumes, so keeping your resume focused and brief will make it memorable. You should take a quality over quantity approach to your resume. Only include the most important details, your resume is only meant to give an overview of you as a candidate. Your employer will learn more detailed information about you through the interview.

Before you begin sending out your resume it is a good idea to have someone else proofread it for you. Start by running your resume through a free online grammar checker, like Grammarly. After that ask your family, family friends, teachers, or other adult in your life to check over your resume for you. If you know anyone who works or has worked in a similar job be sure to ask them for their opinions. You can also bring your resume to the CCC or send it to CCCessayhelp@gmail.com for feedback.

MIDTOWN
HIGH SCHOOL

College
Advising
Corps

Georgia College Advising Corps
Louise McBee Institute of Higher Education
UNIVERSITY OF GEORGIA

Harry Potter

123 YOUR STREET Atlanta, GA 30300
(123) 456-7890 (cell)
HPotter@gmail.com

EDUCATION

Midtown High School
Class of 2025
GPA: 3.3 Weighted (Only put this if it is above 3.0)

RELEVANT COURSEWORK

Relevant Class #1   Fall 2021
- Include 2-3 bullet points explaining what was taught in the course and why that is relevant to the position you are applying for.

Relevant Class #2   Spring 2023
- Include 2-3 bullet points explaining what was taught in the course and why that is relevant to the position you are applying for.

WORK EXPERIENCE

Kroger
Cashier   April 2024-Present
- Provided quality customer service to ensure a positive shopping experience for all customers.
- Utilized a point of sale system to efficiently and accurately process customer transactions.

Dog Walker   December 2022-April 2024
- Managed a detailed calendar of dog walking appointments, ensuring timely and efficient service.
- Ensured the safety and well-being of dogs during walks.

EXTRACURRICULARS

FBLA   2022-Present
Treasurer
- Participated in meetings and events.
- Worked with the teacher adviser to manage the Student Activities Fund account and keep financial records.

G3 Robotics   2021-Present
Team Member
- Participated in meetings and events.
- Worked with the teacher adviser to manage the Student Activities Fund account and keep financial records.

COMMUNITY SERVICE

Habitat for Humanity   October 2022-Present
Volunteer
- Assisted in the construction of affordable housing by performing various tasks such as framing, painting, and landscaping.
- Coordinated with team members and project leaders to ensure efficient workflow and adherence to safety standards.

SKILLS

Microsoft Office Suite	CAD	Communication
Customer Service	Teamwork	Public Speaking

HONORS AND AWARDS

Honor Role	9th-11th Grade
Habitat for Humanity Community Builder	11th Grade