Creating A Resume

When seeking a job, school admission, or work experience, having a resume ready is essential, as it will be requested. Numerous websites can assist you in formatting your resume effectively.

When crafting your resume, ensure you include the following details:

Contact Information
- Be sure to include your name, address, phone number, and email

Work Experience
- Include any relevant work experience, such as actual paying jobs, babysitting, mowing lawns, internships, apprenticeships, etc.

Education
- Include your educational background and any relevant classes

Skills
- Highlight your skills (time management, problem solving, organizational skills, active listening, etc.).

Extracurricular activites
- Include any sports or clubs

Voulenteer work
- Include any community service

You want to keep your resume professional, avoid any photos, age, and personal anacdotes.

Some free websites with templates to draft your resume:

Canva - https://www.canva.com/resumes/

Kickresume - https://www.kickresume.com/en/

Resume.Org - https://www.resume.org/

Indeed - https://www.indeed.com/career-advice/resumes-cover-letters/building-a-resume (video/article)

LinkedIn - https://www.linkedin.com/?trk=organization_guest_nav-header-logo

Resume Builder - https://www.resumebuilder.com/

PBS College Career Center - https://www.pbsc.edu/career-center/documents/resume-guidelines-and-template.pdf

Teal - https://www.tealhq.com/

Resume Template

STUDENT NAME

Street Address · City, FL 33xxx
(561) xxx-xxxx · emailaddress@gmail.com
https://www.linkedin.com/in/pbsc-student-c0cac48c/

OBJECTIVE: To obtain a (name of job or internship position) with (name of company) that utilizes my x, y, and z skills. (Select three key skills you possess that would be helpful in the role applied for)

EDUCATION

Palm Beach State College, Lake Worth, FL
Associate of Arts Degree, expected May 2026
GPA: 3.X/4.0 (include GPA if 3.0 or higher)
Honors: Included Dean's List, President's List, Honor Societies
Relevant Coursework: Relevant Course title 1, course 2, course 3, course 4, course 5

WORK EXPERIENCE (most recent to least recent)

Job Title, **Employer**, City, FL — Month 20xx-Month 20xx
- Job description 1 starting with action verbs
- Job description 2 starting with action verbs
- Job description 3 starting with action verbs

Job Title, **Employer**, City, FL — Month 20xx-Month 20xx
- Job description 1 starting with action verbs
- Job description 2 starting with action verbs
- Job description 3 starting with action verbs

Intern/Practicum, **Employer**, City, FL — Month 20xx-Month 20xx
- Internship description 1 starting with action verbs
- Internship description 2 starting with action verbs
- Internship description 3 starting with action verbs

VOLUNTEER EXPERIENCE

Volunteer, **Name of Organziation**, City, FL — Month 20xx – Month 20xx
- Describe activities performed starting with action verbs
- Describe activities performed starting with action verbs

ORGANIZATIONAL INVOLVEMENT

Title, **Activity or organization**, School, City, FL — Month 20xx – Month 20xx
- Describe activities starting with action verbs
- Describe activities starting with action verbs

SKILLS AND CERTIFICATIONS

Languages: Include any foreign languages spoken
Computer: Include computer programs you are proficient in
Certifications: List any relevant certficiations, Month & Year received