The first section of your resume should include information on how the employer can contact you.

First Last Name
Street Address
City, State, Zip
Phone *(Landline or Cell)*
Email Address

**Education**
In the education section of your resume, list the school you attend and any awards or honors (like the National Honor Society) you have earned.

High School
Awards, Honors

**Experience**
This section of your resume includes your work history. If you have had a job before, list the company you worked for, dates of employment, the positions you held and a bulleted list of responsibilities. If you haven't had a regular job before, it's fine to include positions like baby sitting or pet sitting and any volunteer experiences you might have.

Company #1
City, State
Dates Worked

Job Title
Responsibilities / Achievements
Responsibilities / Achievements

Company #2
City, State
Dates Worked

Job Title
Responsibilities / Achievements
Responsibilities / Achievements

**Skills**
Include skills related to the position / career field that you are applying for i.e. computer skills, language skills.

**References available upon request**There is no need to include references on your resume. Rather, have a separate [list of references](http://jobsearch.about.com/od/referenceletters/a/samplelist.htm) to give to employers upon request.