Suggested Résumé Template

Your Name

Street Address
City, State, Zip Code
Phone Number (s)
Email address

Education

College/University Name (if applicable) – City, State
Dates of attendance
GPA
Major
Minor
Related Course Work
High School Name – School City, State
Dates of attendance
GPA

Achievements

List academic, church and community achievements

Volunteer Leadership Projects

List Volunteer Leadership Projects you have performed. Be sure to specify all opportunities that relate to leadership and development.

Activities (specify all leadership roles)

List sports, clubs, church, community etc. as well as dates of involvement

Work Experience

Company Name, Dates of Employment, Job Title, description, responsibilities

Skills

List pertinent personal skills here

Miscellaneous

Anything else you feel is important

Leadership Summary Statement (Requirement)

This is a very important section. Briefly state your most substantial accomplishment that supports your leadership development and why you selected this event or activity. This is required.