**Resume Pre-Writing for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Heading:** (name, address, e-mail)

**High School:** Name and address of school, graduation date, GPA (weighted), class rank, (leave ACT/SAT score blank for now)

**Academic Awards:**

**Extra Curricular Activities:**

**Community Service:**

**Work Experience:**

**Hobbies / Special Skills:**