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# Gretchen Kircher

982 S. Anglesey Street

Kettering, OH 45332

(937) 555-9821

[gkircher@pretendemail.com](mailto:gkircher@pretendemail.com)

**Purpose:** To be selected for the Young Pastry Chef Competition

**Experience:** Apprenticeship, Baker's Bakery, 2012-2014  
Moraine, Ohio

**Awards:** Young Baker's Award, 2015  
Southwest Ohio Cupcake Wars, 2<sup>nd</sup> Place, 2014  
Junior Pastry Chef Award, 2014

**Work Experience:** Baker's Bakery, 2014-Present  
Moraine, Ohio

Wendy's, 2011-2012  
Kettering, Ohio

**Education:** Truffle Academy of Culinary Arts, 2014-Present  
Troy, Ohio

Kettering Fairmont High School, 2010-2014  
Kettering, Ohio

3.84 GPA

**Leadership:** Concertmistress, Dayton Youth Orchestra, 2012-2014  
President, French Club, 2013-2014

**References:** Available upon request

1. Make your name and contact information prominent.
2. Your purpose statement will determine what else you include and in what order.
3. Some ideas for your purpose statement include the following:

To be hired as ~~~~~

To be chosen for the ~~~~~ Team

To be accepted into the ~~~ Program

To be accepted into a four-year degree program

4. Include your education. List Waynesville High School first and the years attended. Then list previously attended high schools in reverse order.
5. Categories you should consider including are the following:

Work experience

Awards

Service

Leadership positions

Experience

Extracurricular Activities

Skills

If some of these overlap and you're short on space, combine things like extracurricular activities and leadership positions or awards.

6. List dates for everything. List activities and honors in reverse order (start with the current and go backwards).
7. At the bottom, put References available upon request.
8. Never give out a reference if you haven't asked that person first. #Awkward
9. Spell things out – don't assume anyone outside of WHS has heard of REDO. What does NHS mean? How about SADD? PSEO? CCP?