

Alpha Esquire Advanced Resume Worksheet

Ages 15-17

This worksheet supports high school Esquires in building a elite-level resume aligned with college, career, and leadership readiness. Esquires should complete this thoughtfully with mentor guidance. Content from this worksheet may be transferred directly into a formal resume.

Esquire Information

Name: _____

Grade: __ **School:** _____

Email (if applicable): _____

Personal Profile / Summary

Write 2-3 sentences describing who you are, your strengths, and your goals.

Education

High School: _____

Expected Graduation Year: _____

Current GPA (if available): _____

Relevant Coursework or Programs (Honors, AP, CTE, Dual Enrollment):

Academic Skills

List academic strengths or skills you are developing.

Examples: research, writing, math, science, technology, study habits

1. _____
2. _____
3. _____

Leadership and Responsibility

List leadership roles or responsibilities you have held.

Examples: team captain, club officer, mentor to younger students, ELMP leadership roles

1. _____
2. _____
3. _____

Activities and Service

List extracurricular activities, service projects, athletics, or organizations.

Include leadership roles and years of involvement when possible.

Work Experience (If Applicable)

List all work experiences. This may include paid jobs, internships, volunteer roles, family businesses, or informal work such as babysitting or lawn care.

Work Experience #1

Employer / Organization: _____

Role / Position: _____

Dates: _____

Key Responsibilities or Skills Gained:

Work Experience #2

Employer / Organization: _____

Role / Position: _____

Dates: _____

Key Responsibilities or Skills Gained:

Work Experience #3 (Optional)

Employer / Organization: _____

Role / Position: _____

Dates: _____

Key Responsibilities or Skills Gained:

Skills and Talents

List technical, creative, or personal skills.

Examples: communication, teamwork, public speaking, technology, design, leadership

Awards and Recognition

List honors, awards, certificates, or recognitions received.

College and Career Goals

1. Colleges, trade programs, military, or career paths of interest:

1. Intended major, field, or career interest:

1. Steps you are currently taking toward these goals:

Personal Statement Reflection

What motivates you to succeed, and what kind of leader do you want to become?

This worksheet aligns with the Esquire Leadership and Mentoring Program Success Goals and supports varsity-level resume development, college readiness, and career preparation for ages 15-18.