

STUDENT RESUME INFORMATION

The development of your student resume is an important step in planning for your future. You will use your student resume for many pursuits, including, but not limited to: after-school and summer employment, volunteer work, job shadowing and internships, college applications, and scholarship applications. Your counselor, teachers, and other adults may use your resume (during your senior year) to write recommendations and to help you with the scholarship process.

Resume Do's and Don'ts

Do	Don't
Be concise, accurate, positive	Lie or exaggerate
List your most recent activities or job first	Include salary history or expectations
Stress skills and accomplishment	Use pronouns, abbreviations
Research and use key words	Overdo the use of bold and italics
Make the resume attractive to read	Use small type or overcrowd margin
Have someone proofread before submitting	Include references

RESUME WRITING TIPS

Why do I need a Resume?

- It provides a clear breakdown of high school activities for college admissions representatives and can be included with your application.
- Offers recommendation writers a review of your accomplishments

What do I include?

- Awards and honors
- Extracurricular activities (those through schools such as National Honor Society, Newspaper, Science Honor Society)
- Sports
- Community Services
- Work Experience

What order do I put activities in and what format should I use?

- Enter activities form most recent to least recent
- Do not include middle school
- Indicate if you have held an office position or elected position
- Community Service is by school year (2015,2016)

Overall Tips

- Use Times Roman or Arial Font
- Use 12 point size, no smaller than 9
- Use professional looking bullets (not hearts, stars)
- Spell out acronyms (NHS= National Honor Society)
- Make Headings in bold
- Keep it to 1 page if possible

Student Name

Student Address
Student Phone #
Student Email Address

Education

Porter Ridge High School
GPA/Rank

Employment

Name of Employer, Indian Trail, NC Dates of Employment
Job Title

Description
(Give a description of your duties at work or what you learned from working)

Name of Employer, Charlotte, NC Dates of Employment
Job Title

Description

(List All jobs you have had from 9th grade –12th grade and how long you have worked there. Include any promotions or recognitions you have received from your employer)

Extracurricular Activities

Activity Name – Grades/Years Participating
Description

(Give a description of what you did in this activity and/or what was meaningful about the activity)

Activity Name – Grades/Years Participating
Description

(List **ALL** activities (in school and out) that you have been involved in from 9th grade – 12th grade. List your most meaningful activities first. Include and denote any leadership positions you held (president, team captain, secretary, etc.) Examples of activities to include – Clubs, sports, church activities, summer camps, leadership camps, competitions, etc.

Community Service

Community Service Activity – Grades/Years Participating
Description

(Give a description of what you did in this activity and/or what was meaningful about the activity)

Community Service Activity – Grades/Years Participating
Description

(Community Service is anything that you do to help someone else that you are not being paid for. Examples of Community Service activities to include - boy/girl scouts, mission trips, volunteering anywhere, senior project, etc.)

Honors/Awards **Honor or Award** – Grades/Years Received

Honor or Award – Grades/Years Received

(List ALL honors and Awards you have received from 9th –12th grade. Awards and Honors can come from school, sports, community, church, certifications, programs you are nominated for, etc. Examples include – All conference, highest academic average, volunteer of the year, Gold, Silver, or Eagle Award, Beta Club, NTHS, A+ Certification, first place art show, etc.)

Directions:

This is a template for students to use to create an activity sheet. Students may use this template or create an activity sheet using their own style. The most important thing is to be specific, give details, and include everything you have done. After you have completed your activity sheet make sure you save it and email or print your counselor a copy. You will also want to give a copy to anyone you ask to write a recommendation for you. If you have any questions or need help with your activity sheet please see your counselor.