

## RESUME RUBRIC FOR HIGH SCHOOL & BEYOND PLAN

### ORGANIZATION & OVERALL QUALITIES

- One page
- Heading and subheadings clear
- Most recent & relevant experience listed first
- Short points used rather than complete sentences
- Action words used
- Easy to read font and spacing
- No images or graphics
- Proper capitalization & punctuation
- No typos



### CONTENT

- Contact Information** contains full name, phone number, and email address. If you do not have a personal/ professional email account, create one. Do not use your K12 school email address.
- Education** includes high school and date of anticipated graduation, and is preferably listed at the top.
- Body** contains at least THREE sections of information. Heading titles can be customized: you could have Leadership, Honors, or Credentials sections instead of one of the following options.
  - Work Experience** include position title, employer, location, start/end dates, and at least two descriptors using action verbs. Examples: Led short hikes for Girl Scouts; taught basic soccer skills to preschoolers.
  - Volunteer Experience** include position title, organization, location, start/end dates, and at least two descriptors using action verbs. Examples: raised money for Red Cross; redesigned camp flyers. Use for significant or ongoing volunteer experience.
  - Skills & Abilities** include demonstrable language, technical, or other skills. Example: Fluent in English and Spanish. Proficient with social media.
  - Activities** include activity, start/end dates. Example: Hillwood Soccer Keeper 2017-2019. World Night Planning Committee 2018-2020. Explanation of tasks if needed.
  - Recognitions** (optional) include title of any recognition, date received, and a short description if necessary. Examples: Most Improved Swimmer Fall 2019; T-Bird of the Month March 2018 for contribution to History class.
  - Hobbies & Interests** (optional) include very short description if needed. Examples: Composing music, baking for local fundraisers.
  - Other** (optional) include experiences, activities and interests are appropriate to a formal resume. Examples: care for siblings in evenings.

Your resume should be approved by your English Teacher, SAS Teacher or through the Career Center prior to turning it in with your High School & Beyond Project.

# RESUME SAMPLE FOR HIGH SCHOOL & BEYOND PLAN

Follow this sample, use another standard resume format, or use one of the Shorewood Google Resume Templates on the Resume page of [www.shorelineschools.org/swcollegeandcareer](http://www.shorelineschools.org/swcollegeandcareer).

## Tate Thunderbird

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tatetbird@gmail.com

### Contact Info Notes

Put name, phone, and email at the top. You do **not** need your home address. Be sure you have a professional-sounding email address, and check the account regularly.

### Education

Shorewood High School, Shoreline Washington

- Anticipated Graduation: June 2021
- Advanced Courses: Spanish 3, AP Studio Art

### Education Notes

Format can vary. GPA is optional.

### Work Experience

Childcare at Dale Turner YMCA, Shoreline, WA

6/2019 - present

- Supervise young children, create and lead art activities.
- Help individual children learn to use art supplies, make all feel welcome at the Y.

Level 1 & 2 Employee, Bartell Drugs, Edmonds, WA

6/2018 - 1/2020

- Stocked and kept shelves neat, arranged displays of weekly sale items.
- Promoted to Level 2 due to superior customer service.

### Volunteer Experience

World Night Committee, Shorewood High School

2/2018-4/2020

- Designed decorations for annual event; created backdrops reflecting many cultures.

Tutor, Parkwood Elementary, Shoreline, WA

11/2017 - 3/2019

- Tutored grade 1-3 students in many subjects; helped Spanish-speaking students with writing.

### Activities/ Awards

- T-Bird of the Month 4/2019 for peer tutoring and salsa dance participation in Spanish Classes.
- Rookie of the Season, Shorewood Tennis 2018.

### Skills & Abilities

- Bilingual in Spanish and English.
- Proficient with Adobe Creative Suite and many art and photo editing programs.
- Graphic design.

### Formatting Notes

One page  
One inch margins  
Major headings on left  
No images or fancy fonts  
Bullet points optional  
Consistent capitalization & punctuation  
Proofread & get input from others

### Writing Notes

Begin phrases with action words. Try to have two active, descriptive phrases per entry. If activities are continuing now, use present tense verbs. If activities are over, use past tense. Avoid too many -ing forms of verbs, which are distracting.