

Creating your Resume

Put your best foot forward!

What's in a Resume?

A resume is a living document ... it may begin here in high school, but it will change, grow and develop throughout your lifetime!

A resume is an introduction of the subject ... YOU! A really effective resume makes you 3-Dimensional to the reader.

What a resume does:

- Highlights your skills, abilities and talents
- Summarizes your accomplishments
- Outlines your activities ... volunteer commitments ... club participation and employment commitments



What a resume does not do:

- Overstates or misrepresents your skills and abilities
- Includes information that does not put you in the best light

A resume is made up of sections to help the reader identify different aspects of your qualifications:

Personal identifying data

Academic Qualifications

Skills & Talents

Achievements & Awards

Extra-curricular Activities: sports and clubs

Volunteer Commitments

Employment

Personal Data

Include your name, address, phone number and email address

- Make sure that your email address is appropriate! You might not want to use the same email address you would use with friends.
- Be careful about what you post on social networking sites: employers or colleges might check the web to find out more information about you!

Academic Qualifications

Highlight current course of study including specialized classes

- College prep curriculum
- Highlight honors or AP level courses and any classes on the college level
- Other areas of concentration: world languages, fine arts, business, etc.

Skills & Talents

Include any special skills you have developed as a result of training:

- CPR certification
- Lifeguard certification
- Sports referee training
- Drivers license
- Computer skills
- Specialized technology

Achievements & Awards

Showcase any school or community awards you have received while in high school. List them in the order of the most recent award first, and include a brief explanation of the nature of the award or achievement.

- Eagle Scout award: give the date; explain the project
- Rotary Club Student of the month: give the date; explain content area
- Karate: earned black belt, etc. on a certain date
- Competition award: give the date; note the award, or even the nomination as a finalist if you did not win

Extra-curricular Activities: Sports and Clubs

Showcase in brief but specific detail those activities and clubs in which you are a member. Be sure to list beginning and ending dates of membership and any leadership role you have held.

- Amnesty International. Member since 2008; Currently serving as treasurer (2009). Activities include: Battle of the Bands (event coordinator), Bake sale, etc.

Volunteer Commitments

List any community or in-school volunteer commitments you have been involved in. Give a brief, specific explanation of the commitment and the date of service.

- Big Brother/Big Sister: 2009-2010 school year. Worked with a kindergarten class at Center School assisting teacher with group reading, playing with students, working one-on-one with a special needs child.
- Church Youth Group service project or mission trip
- Rake & Bake

Employment

List all employment experiences for which you have been paid, with the most recent employment on top

- Mom & Pop's Ice Cream: Brookfield, CT. July 2009 to present. Head Scooper: responsibilities include customer service, operating cash register, maintaining food prep standards.
- Ye Olde Ice Cream Shoppe: Brookfield, CT. April –July 2009. Cashier: responsible for operating cash register.

Keep it real! Make it fit!

It's OK to have two different resumes ... one for employment, and one for college/scholarship. Each one can highlight the same information, but will do it differently!

Your resume should list the most relevant and important information first, and the less important information second.

Employment Resume

Highlight the items an employer might be most concerned with:

- Personal Data
- Employment history
- Skills & Talents
- Achievements & Awards

You might want to down-play extensive extra-curricular and/or volunteer commitments!

Academic or Scholarship Resume

Highlight the items a college might be most concerned with:

- Personal Data
- Academic Qualifications
- Achievements & Awards
- Extra-Curricular Activities
- Volunteer Commitments

You're Finished!

... But you are not done yet!

Since a resume is a living document, you will need to keep yours on-hand to update with your newest achievements and activities.

You are just beginning to lay the foundation for your future self! Grab some life experiences which will create an awesome resume!