

Grady High School Resume Worksheet

Use this form to help you gather information for your resume. Include everything you can think of here; you can copy and paste the most important points into a resume template, but having a larger list of all your activities can be helpful.

Personal Information

It is not necessary to give your street address, if that will be elsewhere in your application. Make sure your phone number and e-mail address are ones that you check regularly and will respond to. It is not necessary to provide your Social Security number.

Full legal name	
Date of birth	
Anticipated date of graduation	Ex.: Grady High School, class of 2015
Phone number <i>The outgoing message should be simple and professional.</i>	
E-mail address <i>Should sound professional:</i> Suesmith@gmail.com , not fuzzybunny@gmail.com .	

Academics

You may or may not decide to include this information on your resume, but if your scores and grades are good, then consider including them.

GPA	Ex.: 3.85 weighted, 3.6 unweighted
Class Rank (if known)	Ex.: 25/350
SAT Score	
ACT Score	
Academic award or honors	Ex.: Honor Roll, 9-12
Academic clubs or organizations	Ex.: Beta Club
Honors / AP classes taken <i>List if you scored a 3 or above on the AP test</i>	

In-School Extracurriculars

List all school activities outside of class. This includes such things as literary pursuits (*Southerner*, yearbook, lit mag, etc.), music (band, orchestra, chorus), theater, robotics, mock trial, speech and debate, student government, French Club, etc. The activities most important to you go at the top. Emphasize clubs and activities in which you took a leadership role. Briefly explain, if necessary

ACTIVITY	9	10	11	12	Positions held, honors achieved
Ex.: <i>Southerner</i> , Grady's award-winning student newspaper		x	x	x	Copy editor, 10 Sports contributor, 11 Editorial page editor, 12

Sports

List all school sports you participated in.

SPORT	9	10	11	12	Positions held, honors achieved
Ex.: Tennis Team	x	x	x	x	JV, 9, 10 Varsity, 11, 12

OUT-OF-SCHOOL EXTRACURRICULARS

List all activities you participated in outside of school, for example with your church or synagogue, community service, or other group. Give a brief explanation, if necessary.

ACTIVITY	9	10	11	12	Positions held, honors achieved
Ex.: CityDance, the studio dance ensemble at Studio Dionne	x	x	x	x	Ensemble member, 9, 10 Principal dancer, 11, 12

SUMMER EXPERIENCE

This is an optional category, but a good place to list any summer internships, or prestigious summer programs that reinforce your strengths and interests.

ACTIVITY	9	10	11	12	Positions held, honors achieved
Ex: Georgia Governor's Honors Program in Math				x	Selected as one of 50 participants from 200 finalists.

WORK EXPERIENCE

List any jobs you have had, including unpaid work (for example if you volunteered regularly in a homeless shelter or tutored under-served children, that can count as work). This category also includes entrepreneurial work, such as starting your own pet walking service or regular babysitting. Even if it's your mom's business, it counts!

ACTIVITY	9	10	11	12	Positions held, hours worked
Ex.: Hostess, Osteria			x	x	Worked 10 hours per week during the school year, and 25 hours per week during summers.

HONORS AND AWARDS

This can include everything from being on the honor roll to receiving a sporting award or having a poem published in the literary magazine.

ACTIVITY	9	10	11	12	Honors achieved

REFERENCES

List any teachers or coaches, employers, internship directors, or others who know you particularly well and might be willing to serve as a reference. Check with them before listing them on your resume. References are optional. These are people you might also ask to write letters of recommendation for you.

Reference name	Contact information