

## **Your Resume – guidelines to follow**

**Name, School, School address and phone number** – for job application purposes, you would have your name, address, and phone numbers. You may use the school address or your home address, your choice! **An email address is important as well. This is optional in case you do not have one.**

**Education – Sinaloa Middle School** must be included here. If you are enrolled in other schools such as enrichment classes you may include those as well.

**Education/Career Goals** – Using complete sentences write a few comments about where you see yourself in 5 years, 10 years. College, trade school, graduate school, working, etc.

**Experience** – What have you done in your short life that can be used as an experience? Pet sitting, babysitting, working at a family business, etc. Use bullet points

**Achievements** – In bulleted phrase format list those things you have accomplished and that you are proud of. NJHS, Renaissance, Student of the Month, Award of Academic Excellence, Character Education recipient, MVP of your team, etc.

**Volunteer Experience** – Things you have volunteered for **without payment**. Church counselor, camp counselor, Relay for Life, Make a Wish Foundation, Walk-a-thon, etc.

**Interests/Activities** – Things you enjoy doing in your free time! Computers, reading, video gaming, sports, hiking, walking the dog, scouts, etc.

**Computer Skills** – What programs can you use on a computer? Word, excel, web page creations, blogging, power point, etc.

**You can vary the format of your resume to meet the needs of what you are creating one for, but there are some general rules to follow:**

- Times New Roman, 12 point font only
- Single space within a topic, double space between topics
- No more than one side of one page of paper
- **Use bold face for titles of categories**
- It **MUST** be typed
- Use strong, descriptive words – but be brief