

Your Résumé

You have something to say which is worth listening to. The trick is figuring out how to say it in a way people will notice. Enter...the **résumé**. It is an abbreviated sketch of your personal qualities, accomplishments and aspirations. It is more than a simple listing of activities! The **résumé** gives you an opportunity to put your life in written order. It gives you a chance to organize information about yourself--who you are--where you are going. It is a good thing to complete before you fill out college applications or make campus visits!

The **résumé** is a helpful document in the college application process or in the job search competition. It can accomplish the following:

1. Serve as a springboard for an interview
2. The information in your resume will be included in each college and scholarship application you send
3. Help the people writing your recommendations to be more specific about your accomplishments and aspirations
4. **HELP YOU ORGANIZE INFORMATION ABOUT YOURSELF!**

How do you begin writing the **résumé**? First gather your facts--interests, personal accomplishments, activities, educational background, etc. Then identify your short and long term goals in life, education, career and community. After working through identifying those items, the organization process can begin. For those items you have already accomplished--add the dates when you worked on them. For those items not yet accomplished--add the dates when you plan or aspire to have them completed! For instance, let's assume you will graduate in May of 2018; you want to attend college and would aspire for a career in environmental science. Now you have three dated items to put into your **résumé**:

1. Attended UAHS: August 2014 to present
2. Will graduate from UAHS -- May 2018
3. Plan to graduate from college in 2022 with a major in Environmental Science you may notice one event has happened, the second one is short term (will happen soon) and you are planning for the third to occur in the long range future.

Remember to list/briefly identify or describe and date the following:

1. The organizations to which you have belonged as well as the ones to which you currently belong
2. The in and out-of-school activities in which you participate
3. The community services you have provided
4. The time you have spent in volunteer work
5. The roles of leadership or responsibility you have assumed
6. The individual expertise you have attained in specific areas of interest
7. The honors or awards you have been given or have earned
8. The jobs you have held (give the employer name and job description)
9. The items, which make you the unique person, you are

The **résumé** allows you and others reading it to tie your life and your accomplishments together. Your growth and development over a period of time is now apparent in written form. It is a capsule of your life. It helps identify you as a special and unique individual. The **résumé** allows you to tell your life story on your terms--and, it allows you to put your best foot forward.

Once you have written your **résumé**, you will be amazed at how often it is used and how simple it becomes to update or add to. You will be able to use it when you apply for a summer job, when you intern in a program or career of interest, when you complete college applications, and when you begin the process of finding that all-important first job after college graduation.

But, the biggest payoff for writing it will be your own amazement of seeing how many things you've done, how well you've done them, and how well you intend to do things in the future. You look pretty good--right! Start on it now!

Family Connection now provides an excellent Résumé Builder. To locate it:

- Open your our Family Connection Account at:

www.connection.naviance.com/uahs

- Located the tab titled “About Me” at the top of the screen.
- Under “About Me” you will find “My Résumé”
- Click on “My Résumé” and follow the instructions.
- There are 2 samples PDF résumés that can be downloaded for review once you have entered a single item into one of the dropdown menus.
- Enter your Objective “Why you are planning to attend college?” then hit submit. You will now see a tab for the option “Customize Your Printable Résumé,” click on it and review the 2 sample formats to get ideas for constructing your “Personal Résumé.”

Sample Résumé – If you want to create your own format this sample may be useful.

**HARRY D. BEAR
1650 Ridgeview Road
Upper Arlington, Ohio 43221-2997
614-487-5200**

• **CAREER AND EDUCATIONAL GOALS:**

- College Degree in Environmental Science
- Graduate Studies in Forestry, Preservation or Wildlife Management
- Possible Career in Park Service, Government or Environmental Technology

• **ACADEMIC RECORD:**

- School and Diploma:
- Upper Arlington High School—2014 to Present (will graduate – May 2018)
- Grade Point Average: 3.64 [**Optional – This is on your transcript.**]
- Higher Level Course Work: [**Optional – Use only if it makes you look good.**]
 - College Prep with 3 Honors Classes and 2 A/P Classes or IB Classes
- Achievements or Awards: [**Optional – Use only if this makes you look good.**]
 - Honor Roll--3 of 4 possible times
 - Journalism Writers Award
 - Principal's Advisory Group (10th and 11th grades)
 - Science Student of Month (December—9th grade)

• **ATHLETIC, CLUBS, AND ACTIVITIES: [Optional – or title as you feel is most appropriate]**

- Team Membership:
 - Cross Country (9th, 10th, and 11th grades)
 - Track and Field (10th, and 11th grades)
- Intramural Involvement:
 - Basketball (9th, 10th, and 11th grades)
- Achievements or Awards:
 - Cross Country Varsity Letter (11th grade)
 - Track and Field Varsity Letter (10th and 11th grades)
 - Cross Country Captain (Elected for 12th grade)
 - Outstanding Reserve Runner (Cross Country—10th grade)
- Clubs
 - Spanish Club (10th and 11th grades, President 12th grade)
 - In The Know Team (member, 10th and 11th grades)
 - Literary Magazine (section writer, 10th grade)
- Activities:
 - Habitat for Humanity (11th and 12th grades)
 - Prom Promise (co-organizer 11th and 12th grades)
 - Variety Show (individual vocal performance, 11th grade)
 - Marine Field Study, Andros Island, Bahamas (summer after 10th grade)
 - Bear Camp Leader (11th grade)

- **COMMUNITY SERVICE: [Important to include]**
 - City of Upper Arlington:
 - July 4th parade worker (9th, 10th, and 11th grades)
 - "Upper Arlington News" HS Sports Reporter (10th and 11th grades)
 - Certificate of Merit for Community Service (2016)
 - Metropolitan Area:
 - Riverside Hospital Volunteer (Summer of 2015 - 2017)
 - Center of Science and Industry (Volunteer 2015 to Present)

- **SPECIAL SKILLS: [Optional]**
 - Trained as a Peer Mentor, Fall 2016
 - Assisted a Geometry teacher, as a tutor, Second semester 2017
 - Tutoring one-on-one with a new student to UAHS, Fall 2016 + Spring 2017
 - Trained in First Aid Assistance, CPR (Summer 2017)

- **EMPLOYMENT: [Include if you have been employed]**
 - Summer:
 - Davis Lawn Care (2016 - to present: approximately 35 hours per week)
 - Tony's Tacos (2015 – 2016 - 20 hours per week)
 - During School Year:
 - Perks Photo (2015 – 2016: approximately 10 hours per week)
 - Bagels & Bits (2017 - to present: approximately 15 hours per week)

- **HOBBIES AND INTERESTS: [Always include]**
 - Camping, Cave Exploration, Hiking and Backpacking
 - Photography

- **REFERENCES: [Always include]**
 - Mr. Spelunker, Counselor, Upper Arlington High School
 - Mrs. Rose, Director of Riverside Hospital Volunteer Services
 - Dr. Spaceshot, Public Relations Consultant, Center of Science and Industry