

# Hoover High School

## Resume Building

### Contact Information:

- Include full name as well as preferred name
- Address
- Email. This should be an appropriate and professional email. Consider setting up a college email that you will check at least once per week.
- Phone. This should be a number where the college/employer/scholarship committee should reach you. If you would prefer it to come to a home or parent number that is fine.

### Education:

- GPA/Class Rank/ACT and/or SAT scores
- Relevant coursework to a particular intended major including academies, fine arts, athletics
- Advanced coursework including AP/IB/Pre-AP/Pre-IB and 3<sup>rd</sup> and/or 4<sup>th</sup> year of foreign language

### Honors and Awards:

- List any awards or honors that you have received in high school (gr. 9-12).
- For each award or honor, indicate the grade level.
- List the most recent first.

### Extracurricular and Enrichment Activities:

- List all school-related activities you have participated in high school (gr. 9-12). Indicate grade level, and list the most recent first.
- Be sure to include any leadership roles.
- Include a brief description of your activity and role.
- Include an estimate of the number of hours per week you participated.
- If applicable, list any summer enrichment programs, travel experiences, and/or hobbies that have expanded your educational experience.
- Include any interesting or unusual hobbies to which you have dedicated a substantial amount of your time. Be sure to include a description.

### Community Service:

- List all community-related activities that you have participated in in high school (indicate grade level). Although HHS does allow students to letter in community service by documenting activities, for this to go on your resume you do not have to show documentation or get signatures.
- Be sure to include any leadership roles
- Include a brief description of your activity and role.
- Examples of community service are: volunteer work, youth group activities, church activities, scouting, or coaching sports activities.
- Include an estimate of the number of hours (either total or per week).
- Mission Trips and choir tours count!

### Work Experience:

- Beginning with your most current or recent job, list your work experience including the type of position.
- If you have several responsibilities list those as well.
- Remember things like babysitting and yard work count as long as you get paid for it and it is completed on a consistent basis.
- Include number of hours per week or if it is a job you have held for several months or more you can just include length of time employed. If it is babysitting you can list it as childcare and include number of and ages of children you keep. If it is lawn care list the number of yards you maintain on a regular basis.