

Creating a Resume



JUNIOR ENGLISH CLASSES JANUARY 2023



First, a reminder



Check your school email & Canvas notifications

Messages to Juniors come 1-2x/
month with important announcements

Make sure you are caught up on the High School & Beyond Plan!

Find in Canvas
Class of 2024 course

Senior HSBP will post
in January 2024

SW 2024 > Assignments

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▼ Assignments



Community Service Form Upload

Due Jun 2 at 11:59pm

▼ HSBP Assignments



HSBP 11.1: Junior Look

Due Dec 16, 2022 at 11:59pm | -/11 pts

This year's assignment



HSBP 10.1: Naviance Lesson

Due Feb 18, 2022 at 11:59pm | -/5 pts



HSBP 9.1: High School & Beyond Plan & Naviance

Due Feb 26, 2021 at 11:59pm | -/1 pts

Make sure you also complete HSBP 10.1 & 9.1!

Resumes Required for Senior High School & Beyond Plan

and useful to have when an
opportunity arises





Average time on a resume?

Linked in



6 seconds is the average time spent
reading a resume

...

Example A

Ray Wood

Address: 17300 Fremont Avenue North, Shoreline, WA 98177

Email: rwood2022@gmail.com

Phone: 206-123-4567

About Me

I am a senior at shorewood highschool in shoreline, Washington. I am involved in many clubs and sports and love doing all sorts of things. I would like to pursue a career in Construction Management because it brings together engineering and management and because my parents both have always had jobs in the construction industry so I know it is a great field to be in.

Accomplishments

Soccer - I have been on the soccer team all four years at shorewood and also play in the seattle area youth soccer association, coach soccer for hillwood soccer club in my neighborhood where I used to play, and also referee for Seattle-area soccer tournaments.

In 2018, I was named "Rookie of the Year" at Shorewood and in 2019, I was one of two 10th graders to be on varsity. That year we made it to the playoffs and I scored two goals in our final game.

Track - I have done track for four years at school and specialize in the 800. I made it to regionals in 2021. I was elected captain this year and will lead the team for practices and meets especially the running events.

Environmental Club - I have been in this club at school for three years. We promote awareness about the environment and work on environmental causes in the Shoreline area. This year I am vice president and will focus on climate change. These are important issues for us as young people.

**Six seconds isn't much!
Ready for sample B?**

Example B

Stevie Storm
steviestorm@gmail.com
206-123-4567

Objective	To work full-time in retail.
Work Experience	Cashier/ Customer Service, Gap, Inc., Seattle, WA 12/2021 - present Started as Holiday Help; asked to continue because of performance. Cashier/ Customer Service Baskin-Robbins 6/2021 - 9/2022 Served customers promptly, managed summer evening rush.
Awards	Most Improved Player 2019, Shorewood Band Student of the Month, January 2023, Shorewood High School Tutored struggling students in Spanish Class.
Volunteer Service	Class of 2023, Shorewood High School Planned events and designed decorations for annual event . 40 hours/ school year Animal Comfort Volunteer, Ginger's Pet Rescue Spring 2021 - Fall 2022 Bathed, calmed traumatized animals. 5 hours/ week
Skills	Bilingual in Spanish and English Experienced in Social Media Promotion via Instagram & Facebook
Interests	Fashion & Music
Education	Shorewood High School, Shoreline, WA 9/2019 - present

Ready for sample C?

Example C

Stevie Storm

17300 Fremont Ave N
Your City, ST 12345
(123)-456-7890
Stevie@gmail.com

EXPERIENCE

Student Store, Shorewood — Cashier

MONTH 2018 - PRESENT

Help run Student Store at Shorewood.

LANGUAGES

English

City of Shoreline—Summer Day Camp Counselor

SUMMER 2019, SUMMER 2020

Counseled kids at Shoreline Day Camp.

Led games

Comforted kids

AWARDS

Most Improved

Hardest Worker

SKILLS

singing

dancing

coding

EDUCATION

Shorewood High School, Shoreline, WA — Degree

SEPTEMBER 2018 - JUNE 2022

ACTIVITIES

Social Justice Club

Choir

Running Start



What did you notice? Which one is easier to read?

Important to pay attention to:

- Organization with clear headings
- Uniform formatting
- *How you write:*
 - use bullet points
 - realize that first person is *implied* no need to use “I...”
 - use action verbs
 - minimum use of -ing verbs

Example B

- clear headings
- short descriptions
- action verbs

Education should
be higher up



Objective To work full-time in retail.

Work Experience Cashier/ Customer Service, Gap, Inc., Seattle, WA 12/2021 - present
Started as Holiday Help; asked to continue because of performance.

Cashier/ Customer Service Baskin-Robbins 6/2021 - 9/2022
Served customers promptly, managed summer evening rush.

Awards Most Improved Player 2019, Shorewood Band

Student of the Month, January 2023, Shorewood High School
Tutored struggling students in Spanish Class.

Volunteer Service Class of 2023, Shorewood High School
Planned events and designed decorations for annual event.
40 hours/ school year

Animal Comfort Volunteer, Ginger's Pet Rescue Spring 2021 - Fall 2022
Bathed, calmed traumatized animals.
5 hours/ week

Skills Bilingual in Spanish and English

Experienced in Social Media Promotion via Instagram & Facebook

Interests Fashion & Music

Education Shorewood High School, Shoreline, WA 9/2019 - present
Graduation Expected June 2023
Courses Taken Include: DECA, Marketing, Drawing, Digital
Photography

Stevie Storm
steviestorm@gmail.com
206-123-4567



Heading =
name, phone &
email

Example A

- Takes too long to read
- Action & skills get bogged down
- Capitalization & other errors distract and detract

Ray Wood

Address: 17300 Fremont Avenue North, Shoreline, WA 98177

Email: rwood2022@gmail.com

Phone: 206-123-4567

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Band - I have been in band since elementary school. Two years ago I made a switch from trumpet to French horn and I received an award. We have played at events at school and in the Seattle area.

Skills - I am very good at being organized and can tackle any projects that people give me. I work well [independently](#) and [and](#) on teams. When on teams, I keep track of how we are progressing.

Could be hard to read; plain dark fonts are best!



Stevie Storm

17300 Fremont Ave N
Your City, ST 12345
(123)-456-7890
Stevie@gmail.com

No need for street address

Example C

This template can work well when you customize the placement of your sections and the content of each section

EXPERIENCE

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SEPTEMBER 2018 - JUNE 2022

ACTIVITIES

Social Justice Club

Choir

Running Start



Use the rubric

Available:

- www.shorelineschools.org/swcollegeandcareer
 - on HSBP and Resume pages
- Canvas Class of 2024 Files

RESUME RUBRIC FOR HIGH SCHOOL & BEYOND PLAN/ SENIOR PROJECT



ORGANIZATION & OVERALL QUALITIES

- One page
- Heading and subheadings clear
- Most recent & relevant experience listed first
- Short points used rather than complete sentences
- Action words used
- Easy to read font and spacing
- No images or graphics
- Proper capitalization & punctuation
- No typos

CONTENT

- Contact Information** contains full name, phone number, and email address. If you do not have a personal/ professional email account, create one. Do not use your k12 school email address.
- Education** includes high school name and date of anticipated graduation.
- Body** contains at least THREE sections of information. Heading titles can be customized: you could have Leadership, Honors, or Credentials sections instead of one of the following options.
 - Work Experience** include position title, employer, location, start/end dates, and at least two descriptors using action verbs. Examples: Led short hikes for Girl Scouts; taught basic soccer skills to preschoolers.
 - Volunteer Experience** include position title, organization, location, start/end dates, and at least two descriptors using action verbs. Examples: raised money for Red Cross; redesigned camp flyers. Use for significant or ongoing volunteer experience.
 - Skills & Abilities** include demonstrable language, technical, or other skills. Example: Fluent in English and Spanish. Proficient with social media.
 - Activities** include activity, start/end dates. Example: Hillwood Soccer Keeper 2013 - Present. World Night Planning Committee 2016 - 2018. Explanation of tasks if needed.
 - Awards & Certificates** (optional) include title of award, date received, and a short description if necessary. Examples: Most Improved Swimmer Fall 2018; T-Bird of the Month March 2017 for contribution to History class.
 - Hobbies & Interests** (optional) include very short description if needed. Examples: Composing music, baking for local fundraisers.
 - Other** (optional) include experiences, activities and interests are appropriate to a formal resume. Examples: care for siblings in evenings.

Your resume must be approved by your SAS Teacher or by an adult during a resume workshop in the Career Center prior to turning it in with your project. The final hard copy will be attached to your Senior Project Checklist along with the rest of the evidence required.

Resume DON'Ts

- Write paragraphs
- Turn in a list
- Regard the resume as only an assignment
- Discount what you have done or shortchange yourself
- Include your home address
- Use “I” –that’s understood
- Title your resume “Resume”; **use your name as part of the title: “Stormy Ray Resume.1.2023”** or similar

Lying for the job. From politicians and office workers to first-time job seekers, is it worth the risk?

By Laura Rodríguez Presa
Chicago Tribune • Jan 01, 2023 at 5:00 am

Chicago Tribune



Don't lie! Be honest!

While some people do lie on their resumes, the repercussions can be very bad.

Present yourself in a positive light, but do not make things up.



Resume DOs

- Personalize to YOU
- Organize
- Arrange in *reverse chronological order* with most recent first
- Lead with active verbs
- Consider an **Interests** section
- Capitalize proper nouns: Shorewood High School, Interact Club, Shoreline



High School & Beyond Plan Senior Questions

1. Select your pathway
2. Describe your educational and career goals
3. **Upload your resume**
4. Upload proof of financial planning
 - a. FAFSA/ WASFA submission or personalized budget
5. Upload supporting document(s): acceptance, job offer, military appointment

*Having a career-ready resume
is a State requirement!*

Don't have to worry about senior HSBP yet; do the 11th grade HSBP this year!

**Keep your Resume
updated & ready
for opportunities**

