

RESUME RUBRIC FOR HIGH SCHOOL & BEYOND PLAN

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 school email address.

Education includes high school and date of anticipated graduation, and is preferably listed at the top.

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 2021-2023. Korean Culture Club Outreach Chair 2022-2023. Explanation of tasks if needed.

Recognitions (optional) include title of any recognition, date received, and a short description if necessary. Examples: Most Improved Swimmer Fall 2022; Student of the Quarter January 2023 for contributions in 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 appropriate to a formal resume. Examples: care for siblings in evenings and assist with homework.

Your resume should be approved by your English Teacher, Counselor, Ms. Stephens, or another staff member prior to turning it in for your High School & Beyond Plan.

RESUME SAMPLE FOR HIGH SCHOOL & BEYOND PLAN

Use one of the Shorewood Templates on the [Resume](#) page of the [Shorewood College & Career](#) site or another standard resume template.

Stormy Ray

206-123-4567

sray2022@gmail.com

EDUCATION

Shorewood High School, Shoreline Washington

Anticipated Graduation: June 2024

Advanced Courses: Spanish 3, AP Studio Art

WORK EXPERIENCE

Childcare at Dale Turner YMCA, Shoreline, WA 6/2022 - present

Supervise young children, create and lead art activities.

Help children learn to use art supplies, make all feel welcome at the Y.

Level 1 & 2 Employee, Bartell Drugs, Edmonds, WA 9/2022 - 7/2023

Stocked and kept shelves neat, arranged displays of weekly sale items.

Promoted to Level 2 due to superior customer service.

VOLUNTEER EXPERIENCE

Tutor, Parkwood Elementary, Shoreline, WA 9/2023 - present

Tutored grade 1-3 students in many subjects; helped Spanish-speaking students with writing.

Culture Club, Shorewood High School 2/2022-1/2023

Designed decorations for school-wide events; created displays reflecting many cultures.

ACTIVITIES/ AWARDS

Student of the Quarter 1/2023 for peer tutoring and salsa dance participation in Spanish Classes.

Rookie of the Season, Shorewood Tennis 2022.

SKILLS & ABILITIES

Bilingual in Spanish and English.

Proficient with Adobe Creative Suite and art/ photo editing programs.

Graphic design.

Contact Info Notes

Put name, phone, and email at the top. You do **not** need your home address. Be sure you have a professional-sounding email address, (hyperlink it!) and check the account regularly.

Education Notes

Include when you will graduate. Format can vary. GPA is optional.

Experience Notes

Have entries in reverse chronological order, with the most recent first. Start each statement with an action verb.

Formatting Notes

1 page

1 inch margins

Major headings on left

No images or fancy fonts

Bullet points optional

Consistent capitalization & punctuation

Proofread

Have others review

Writing Notes

Use two or three active, descriptive phrases per entry.

If activities are continuing, use present tense verbs. If activities are over, use past tense.

Avoid too many -ing forms of verbs, which are distracting.