

STUDENT RESUME

The development of your student resume is an important step in planning for your future. You will use your student resume for many pursuits, including, but not limited to: after-school and summer employment, volunteer work, job shadowing and internships, college applications, and scholarship applications. Your counselor, teachers, and other adults may use your resume (during your senior year) to write recommendations and to help you with the scholarship process.

Resume Do's and Don'ts

Do	Don't
Be concise, accurate, positive	Lie or exaggerate
List your most recent activities or job first	Include salary history or expectations
Stress skills and accomplishment	Use pronouns, abbreviations
Research and use key words	Overdo the use of bold and italics
Make the resume attractive to read	Use small type or overcrowd margin
Have someone proofread before submitting	Include references

Resume writing Tips

Why do I need a Resume?

- It provides a clear breakdown of high school activities for college admissions representatives and can be included with your application.
- Offers recommendation writers a review of your accomplishments

What do I include?

- Awards and honors
- Extracurricular activities (those through schools such as National Honor Society, Newspaper, Science Honor Society)
- Sports
- Community Services
- Work Experience

What order do I put activities in and what format should I use?

- Enter activities from most recent to least recent
- Do not include middle school
- Indicate if you have held an office position or elected position
- Community Service should be indicated by school year (2009,2010)

Overall Tips

- Use appropriate font
- Use 12 point size, no smaller than 9
- Use professional looking bullets (not hearts, stars)
- Spell out acronyms (NHS= National Honor Society)
- Give further explanations and details if needed to clarify an activity
- Make Headings in bold
- Keep it to 1 page if possible

SAMPLE RESUME

Jane Ellen Doe
1212 My Street
Swansboro, NC 28584
(910)555-1212

Email: jdoe@ec.rr.com

Objective: To obtain admission into University of North Carolina – Wilmington.

Education: Swansboro High School (9-12)
GPA: 4.3 weighted
3.8 unweighted
Rank: 13/ 210

Awards and Honors:

- ◆ North Carolina Scholar (12)
- ◆ SAT Scholar (12)
- ◆ National Honor Society (11-12)
- ◆ Latin Honor Society (11-12)
- ◆ State Championship Soccer (10-11)
- ◆ A Honor Roll (10-11)
- ◆ Most Improved Swimmer (9)
- ◆ All County Band (9)

Extracurricular Activities:

- ◆ Spanish (11-12)
- ◆ Student Government (11-12)
Senior Class Vice President
- ◆ Interact Club (11-12)
Vice President (11)
- ◆ Academic Derby (9-12)
- ◆ Junior Class Prom Committee Chair

Athletic Participation:

- ◆ Varsity Swim Team (9-12)

Community Service:

- ◆ Hearts Desire Equine Rescue (2011,2012)
- ◆ Swansboro Baptist Church Youth Group (2010, 2012)
- ◆ Possumwood Acres (2011)
- ◆ Boys and Girls Club (2011, 2012)

Employment:

- ◆ YMCA Camp Seafarer
Camp Counselor (summer 2011)