

Baldy View ROP Resume Guide

Resume Formats

Choose the format that best fits your job history and target position:

- Chronological Resume: Organized by job titles, starting with your most recent position.
- Functional Resume: Organized by skills and accomplishments rather than specific job titles.
- Hybrid Resume: Combines elements of both chronological and functional formats.

Evaluation and Scoring Criteria

Your Resume will be evaluated and scored based on the following:

- Use of one of the approved Resume formats listed above
- Resume is typed
- Resume is limited to one page.
- Margins are properly aligned.
- Use Times, Helvetica, or Arial font in 10–12-point size. You may use up to 18 points for the Resume heading only.
- Correct grammar, spelling, and punctuation
- Use of acronyms only—no other abbreviations
- Effective completion of all six required Resume categories listed below

Required Resume Categories

1. Personal Information

Include your full name and complete mailing address, including the ZIP code.

2. Career Objective

Write a brief statement describing your job or career goal (maximum two or three lines).

3. Education / Training

List your current school and ROP courses completed or in progress. Include certifications or proficiency levels when applicable.

4. Experience

Include paid, unpaid, volunteer work, community service, internships, or experiences that show workplace skills.

5. Extracurricular Activities

List participation in sports, clubs, organizations, or community involvement like tutoring, leadership, or humanitarian work.

6. Special Recognition

List honors such as award nominations, perfect attendance, Student of the Month, academic awards, or other achievements.

Include awards received during high school or within the past two years. If you received the same award multiple times, show quantity or years, for example: (2), (2019, 2020), or (3 semesters).