

# Resume Instructions

The resume is used to provide the reader with a **snapshot** of you. It is a **word picture** which should reveal **interests** (sports, academics, extracurricular), show **accomplishments**, demonstrate commitment and **passion**, and highlight every **leadership** position. It should show what you have to offer based on what you have done.

The key to an effective resume is **organization**. It can be focused on demonstrating that you are **“well-rounded”** or it can be more narrowly focused and highlight a **“strong talent”** that you excel at. The resume is completely under your control. Use it to highlight your strengths and do not feel obligated to include any areas of weakness. The goal is one page in length with legible font. Highlight years of participation and where applicable hours per week and weeks per year commitment. Provide summary details of items listed and convince the reader that they were meaningful. Your resume should get to the point and use the active voice. It is more like an outline than an essay. You can expand to two pages but only if it is necessary.

The resume with some changes can be used for college applications as well as scholarship applications. Anytime that you ask for a letter of recommendation provide the person with your resume.

## **A resume will include:**

**Heading** - Name, address, phone number, email

**Objective/Overview** – Write a mini biography of approximately 3 short sentences. Make admissions representatives want to read more about you. Highlight your strongest features. Why are you applying?

**Education** - School and current grade level. Provide GPA and Class rank if these represent you positively. Academic distinctions.

**School Activities** - Beginning with 9<sup>th</sup> grade list activities you have participated in. Provide a one sentence description especially if the reader would not be aware of the activity. Show leadership. Use strong active verbs. Keep the list to your most important 8 or less activities.

**Honors/Awards** - Provide a one sentence description especially if the reader would not be aware of the award.

**Community Service** - Include any leadership roles and volunteer activities

**Work Experience (Employment)** - Include your job title; the name, address, and telephone number of the business and the dates and commitment level of the employment. Start with most recent and work backward. Demonstrate responsibility.

**Enrichment Activities** - Summer enrichment, travel, and hobbies

**References** - Either state that they are Available upon request or for college and scholarship applications provide the name, address, and telephone numbers of two to four people as character references. This could be teachers, counselor, or person in the community who knows you well. Be sure to ask permission of these people before you uses their names.

## **Others areas that you could highlight include:**

Special projects or Experiences

Languages

Leadership Roles

Communication Skills

Computer Experience

Interests

Interpersonal Skills

Organizations

Athletics

Military Experience

Publications

Foreign Travel

Writing Experience

Personal