

CREATING A RESUME

It is important for each student to review his/her activities and successes during high school. It is presented in the form of a resume that can be included in applications for colleges and jobs as well as to give to anyone writing a recommendation letter for you. The following are some ideas on writing your resume as well as sample templates already made in Microsoft Word and a sample, generic resume.

A resume should be clear, concise, and organized. It should be **TYPEWRITTEN**, checked for **SPELLING**, and **PROOFREAD**. **QUALITY** is more important than **QUANTITY**. Include things that you have done outside of school –work, community service, volunteering, as well as special talents that you have (art, dance, equestrian, karate, etc.)

In Microsoft Word, go to file, then new, then other documents and you should find a *resume wizard* with a number of templates that you may choose to use.

Here is a sample style for you to consider. You may change any part of it to suit you.

NAME: Sam T. Spartan
ADDRESS: 2650 Bartels Rd
Cincinnati, OH 45244
PHONE: (513) 123-4567

GRADE POINT AVERAGE: 3.63/4.0 scale (weighted)
3.51 (unweighted)

CLASS RANK: 48/in a class of 290 (weighted) 56 in a class of 290 (unweighted)

SCHOOL ACTIVITIES: National Honor Society 11, 12
Link Crew 11, 12
Varsity Football 11, 12
Men's Chorus 9, 10, 11, 12

OFFICES HELD: Vice-President of the Senior Class
National Honor Society Treasurer 12
Future Business Leaders of America VP 11

CIVIC ACTIVITIES: Member of Church Youth Group 9, 10, 11, 12
Volunteer at Anderson Nursing Home 11, 12
Volunteer at Race for the Cure 11

HONORS/AWARDS: All State Football Honorable Mention 12
Spartan Club Honor Roll 9, 10, 11, 12
Forest Hills Science Fair, 2nd place 9
Student of the Quarter 10

WORK EXPERIENCE: Bagger and Cashier, Anderson Kroger June 2014 to present
Panera Bread July 2012 – May 2014