

High School RESUMES

Do you need to showcase your education, jobs, skills, activities and awards? That's where a resume comes in! Use your resume to apply for jobs and provide it to teachers and others who will be writing letters of recommendation for you.

DO

- ▶ List all of the jobs, activities, projects, awards and community service work you've been involved in since freshman year.
- ▶ Type it! Make sure the format is easy to read and follow.
- ▶ Ensure your best qualities show up at a glance.
- ▶ List your skills, such as computer, language, artistic, etc.
- ▶ Proofread!
- ▶ Have someone you trust look it over.
- ▶ Update it frequently.
- ▶ Give it a KISS! (Keep It Short & Simple)
- ▶ Look at samples online to find what works best for you.

DON'T

- ▶ Forget the obvious. Remember to include your name and contact information.
- ▶ Ever make anything up.
- ▶ Worry if it is short. Resumes are typically only one page, even for professionals.
- ▶ Think grammar and spelling don't matter.
- ▶ Let it get stale.
- ▶ Use too many fonts and/or colors, as it can make it difficult to read.

TWO EXAMPLE RESUME FORMATS

MARY SMART

CONTACT

123-456-7890
1234 Address
City, Postal

websites

EDUCATION

Providence High School
Class of 2018

SKILLS

SPANISH

HTML/CSS

WRITING

VOLUNTEER EXPERIENCE

CRANSTON PUBLIC LIBRARY
September 2014 - present

Tutored ESL students in an after school program
Conducted story hour to elementary students at library camp

PROVIDENCE ANIMAL RESCUE LEAGUE
December 2015 - June 2016

Maintained cleanliness of animal cages
Ensured animals were receiving proper care by walking,
feeding and grooming them daily

SCHOOL ACTIVITIES

STUDENTS AGAINST DRUNK DRIVERS (SADD)
2013 - present

Presented on the dangers of drunk driving at numerous high school assemblies
Attended events at the state house and reported to the assembly the facts on teenage alcohol abuse

DRAMA CLUB
2014 - 2015

Worked on 16 stage productions including: The Crucible, Twelfth Night, and Jersey Boys
Worked the 2012 and 2013 Rhode Island Youth Festival as an actor, stage crew, and technical crew member

SOCCER TEAM
2014 - 2016

Starting right wing for three years.

ACHIEVEMENTS

Ensemble award in the State Drama Festival
2015

Leading scorer on the soccer team with 13 goals
2015

MARY SMART
56 Long Street, Providence, RI 02903 | 401-555-5555 | msmart@education.edu

Volunteer Experience

Cranston Public Library

- Tutored ESL students in an after school program
- Conducted story hour to elementary students at library camp

Providence Animal Rescue League

- Maintained cleanliness of animal cages
- Ensured animals were receiving proper care by walking, feeding and grooming them daily

School Activities

Students Against Drunk Drivers (SADD)

- Presented on the dangers of drunk driving at numerous high school assemblies
- Attended events at the state house and reported to the assembly the facts on teenage alcohol abuse

Drama Club

- Worked on 16 stage productions including: The Crucible, Twelfth Night, and Jersey Boys
- Worked the 2012 and 2013 Rhode Island Youth Festival as an actor, stage crew, and technical crew member

Soccer team

- Starting right wing for three years.

Achievements

Ensemble award in the State Drama Festival
2015

Leading scorer on the soccer team with 13 goals
2015

September 2014 - present

December 2015 - June 2016

2013 - present

2014 - 2015

2014 - 2016