

## CREATE A RESUME

*\* You can create your resume in a Word document or use the Resume Builder in Naviance! Naviance is an excellent tool because it offers easy formatting for your resume data. Information about Naviance can be found on page 3 of this Guide. See your School Counselor for login information.*

Whether you are looking for a summer job, asking a teacher for a college recommendation, or applying for a scholarship, you will need a resume of your high school activities and achievements. A resume is a summary of your educational experience and should highlight your academic achievement, leadership positions, and personal achievements. All extra-curricular activities, community service, and relevant work experience from grades 9-12 should be included on your one-page resume.

The objective of the resume is to give the reader a quick overview of your abilities, interests, and involvement in the school and community. Developing a resume is an important first step in making educated college and career choices.

Follow these tips to make your resume easier to read:

- When printing your resume, use 8 ½ x 11 white or off-white paper.
- Avoid using flowery paper or unusual fonts.
- Clearly list your name and contact information at the top of the page.
- What does your email address say about you? Make a good impression by choosing an address with a variation of your name such as jasmith147@gmail.com. Cute descriptors or nicknames (bunnychick or footballhero) are fine for friends but don't always make the best first impression.
- Tailor your resume to the circumstances.
- Group activities together in a way that makes sense for you. If you are an athlete, include a section with information about your sport and accomplishments. If leadership is your strength, include a section with positions held and responsibilities listed.
- In each section of your resume, always begin with your most recent activity and include all your activities and achievements from grades 9-12.
- Use action verbs to describe your responsibilities.
- Include the years you participated in each activity.

*See sample resume on the next page.*

## Sample Resume

### John Doe

200 White Street  
Huntsville, AL 35801  
Cell 256-987-6543  
[jdoe2016@gmail.com](mailto:jdoe2016@gmail.com)

- Education:** City High School, Graduation May 2017  
GPA: 3.97
- Academic Honors:** Outstanding Science Project, 2014  
National Council Teachers of English Writing Competition  
Winner, 2016  
National Honor Society Grades 11, 12
- Extracurricular Activities:** Varsity Wrestling Grades 9,10,11,12  
*Co-captain (12)*  
Advanced Band Grades 10, 11, 12  
*Violin*  
Peer Helper Grades 11, 12  
*Academic tutoring in math before school 2 days per week*  
Boy Scouts of America Grades 9,10,11,12  
*Eagle Scout (11)*
- Volunteer Experience:** Volunteer, City Hospital 2015 - present  
*Duties: provides reading material, reads  
aloud, visits with patients, and assists nurses; 4 hours per week*
- Work Experience:** Childcare, YMCA 2014 - present  
*Duties: provides childcare during adult  
exercise classes; 16 hours per week*
- Related Skills:** CPR and basic emergency first aid certifications  
Trained in babysitting by County Red Cross  
Skilled in computer programming and technology

References available upon request