

Tips for Resume Writing

The primary reason for writing a resume as a high school student is to take stock in what you have done that has prepared you for your future. School has been your major occupation, and some of you might want to call attention to courses you have taken, grades you have earned, or projects that mattered to you. What has occupied your time after school and on weekends? Do you have a hobby? Do you love to camp? Have you taken First Aid courses or CPR to qualify as a lifeguard? Your resume is a place to track what is important to you and what value you place on your own work in your school or as a member of your community. For example, if you babysit, you are someone who can be trusted in taking care of children. If you work after school, you are someone who can be counted on to be on time and to dress and act appropriately. If you play an instrument, you are someone who has the discipline to practice and the confidence to perform for others.

When you show your resume to a prospective employer or to a college admission official, you are making a statement that you have reflected on your daily life. The reader can see at a glance who you are and what you value. A resume can also serve as a conversation starter in an interview. Your interviewer might share your interest in hiking or snowboarding, etc.

The first resume you write will be the hardest; every subsequent one will simply update your skills and experiences. Microsoft Word has several templates for resume formats. It is possible to use their formats and type in personalized details. Here are some tips for writing effective resumes:

- Use white space. Don't clutter. Your resume should allow a reader to scan it quickly.
- Use white or cream-colored paper. Never use pastels or bold colored paper.
- List in reverse chronological order with your most recent achievements first. In subsequent resumes, the last item listed in each category can usually be eliminated.
- Use strong verbs.
- Ask people if you can list them as a reference before adding their names to your resume.
- Provide phone numbers of your references to potential employers.
- Ask someone to proofread your work. Your resume is the first impression your potential employer will form of you. Your resume must show that you care about your work and the presentation of your work.

STU PENDOUS
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EDUCATION:

- 1999-2003 Student, Souhegan High School, Amherst, NH.
GPA: 4.026/4.3 Awarded Honors designation in all major coursework.
- Fall, 2002 Research Assistant, *El Edén Reserve*, Quintana Roo, Mexico. Work included study of tropical biology, tagging and cataloging numerous species of birds and butterflies.
- Summer 2002 Participant, Summer Program, European History. Course included intensive study of medieval history.
- Spring, 2000 Participant, SHS Work-Study Program, Monte Verde Reserve, Costa Rica.

AWARDS:

- 2003 Commended Scholar. Granted by the National Merit Scholarship Program.
- 2002 Wellesley Book Award. Granted by Wellesley College for academic leadership.
- 2002 Writing Award. Granted by Souhegan High School for being an active writer in the school and town communities.
- 2002 Advanced Placement US History Award. Granted by Souhegan High School for intense classroom involvement and academic excellence.
- 2001 Student As Athlete Award. Granted for earning Highest Honors while a member of the Junior Varsity and Varsity Lacrosse Team, the Winter Track Team, and the Freshman Basketball Team.
- 2001 Global Stewardship Award. Granted by Souhegan teachers for organizing and leading a school-wide campus clean-up week.

SPORTS:

- 2003 Captain, SHS Varsity Lacrosse Team.
- 2001-Present Member, SHS Junior Varsity Lacrosse Team.
- 2002 Captain, SHS Junior Varsity Golf Team.
- 2001 Member, SHS Winter Track Team.
- 2000 Captain, SHS Freshman Basketball Team.

EXTRA-CURRICULAR ACTIVITIES:

- Winter, 2000 Participant. Souhegan High School Wintercession Program Traveled to Kentucky to volunteer on a community-oriented farm. Earned 30 hours of the required 40 hours of community service.
- 1999-Present Contributing Writer, Souhegan High School *SaberScribe*.
Member, Souhegan High School Community Council.
Musician, SHS Concert Band, Pep Band, and the Amherst Town Band.
Participant, SHS Rock-Climbing Program and Outing Club.
Participant, National Young Leaders Conference, Washington DC.

References: Provided upon request.

Amy Average
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603 673-5555
girl@aol.com

Education:

2000-Present Student, Souhegan High School. Expected date of graduation, June 2004.
--Presented a portfolio of two years' work to panel of teachers, parents, and peers for my Division One Exhibition.
--Participated in ninth grade Community Service Day at Nashua Soup Kitchen as part of forty hour community service requirement.

Work:

2002-Present Grocery Clerk, Moulton's Market, Amherst, NH.
--Stock shelves, wait on customers, make sandwiches in deli
-- Work average of twenty hours per week.

2000-Present Mother's Helper/Babysitter for the Ryan family in Mt. Vernon.
-- Care for 3 children, ages 1-6.

Clubs/Activities:

2002-Present Member, Youth Group, Amherst Congregational Church.
--Assist with annual Christmas fair.
--Participate in annual Youth Day of Caring.

2001 Member, Outing Club, Souhegan High School.
--Participated in winter camping trek to Mt. Washington.

Skills:

Proficient in both PC and Macintosh platforms.
Proficient with *PowerPoint*, *Pagemaker*, and digital photography.
Proficient in research using Internet sources.

References:

Steven Yourash Owner, Moulton's Market 672-1111	Chris Owen Youth Minister 672-2222
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Jane Flyth
Teacher/Advisor
Souhegan High School
673-9940 x4798

