

Resume' Tips

Here is a link to sample high school resumes that you may find helpful. Other sites can be found on the internet, too. They can be adapted for job applications, scholarship or college/technical school admissions.

http://www.ehow.com/way_5332770_examples-resumes-high-school-students.html

A resume form is also included on the next page. You can print this out and use it as a worksheet, or use this format to create a basic resume' that works great for most scholarship and college/technical school admissions applications.

RESUME FORM

Name

Address

Phone

Email

EDUCATION: (Name your high school, expected graduation date, GPA, AP or Honors classes taken, College of choice, and major)

EXTRACURRICULAR ACTIVITIES/CLUBS/ORGANIZATIONS

(List all activities throughout your high school career. Include year – 9, 10, 11, 12)

LEADERSHIP

(List all your leadership roles in the activities named above. Include year – 9, 10, 11, 12)

COMMUNITY SERVICE

(Separately list all community service you have done in school, scouts, church, etc. Include what year – 9, 10, 11, 12)

HONORS AND AWARDS

(List all honors or awards that you have received throughout high school. Include what year – 9, 10, 11, 12)

WORK EXPERIENCE