



Celebrate your  
achievements!!!

Resumes

# Heading



- Center your name in **CAPITALS!!**
- Use your full given name...no nicknames
- Make it **BOLD**
- Make it one font size **LARGER** than all other info
- Type the rest of your address on the next 2 lines
- Make sure to type your phone #
- Include your email address (optional)

# Margins and Spacing



- The left side of your resume should hold only headlines and dates...NOTHING else.
- Leave two spaces between each section so that info is neatly spaced and easy to read.
- Be consistent with spacing and margins.
- All headlines should be underlined and should appear on the right side of your document
- Dates should appear directly underneath headlines
- Example:

Education

June 7, 2008

# Headline #1

# Personal Philosophy



- Personal philosophy gives the reader an insight into what makes you, you!
- It should sound mature and accurate.
- How do you conduct your life?
- What are your core beliefs?
- Answer as many of the sentence fragments on the worksheet as make sense to you.
- If you do not understand the sentence root, do not use it.
- It must then be translated into RESUMESE.
- NEVER USE ***I, me or my*** anywhere in this document
- Begin by typing

Personal Philosophy

Hit tab 2 times and begin with your info. Notice how the headline is on a line by itself, just like this.

# Career Objective



- Type this headline into your margin and underline it.
- Tab 2 times into the body of the resume
- Should heading say College Objective? You be the judge!

# Career/ College Objective Continued



- Career Objective
- Begin typing with the sentence root:

Seeking entry level employment in the area of...

- College Objective
- Begin typing with the sentence root:

Seeking admission to a \_\_\_\_\_ year post-secondary institution(.) majoring in \_\_\_\_\_ and located in \_\_\_\_\_

Complete as much as is meaningful to you and your situation.

# Education



- Begin by typing Education and underlining it in margin.
- Directly under your headline please type June 7, 2008
- It should look like this:

Education

June 7, 2008

- Tab 2 times into body of resume and type:  
Anticipated graduate of Uxbridge High School  
62 Capron Street  
Uxbridge, MA 01569

- Here is how it should look:

Education

June 7, 2008

Anticipated graduate of Uxbridge High School  
62 Capron Street  
Uxbridge, MA 01569

# Education Continued

## Other info to be included



- Use bullets in this section because you are adding information under the main "sentence" of why you are able to graduate. In other words all of these accomplishments are enabling you to be in a position to graduate.
- ❖ Rank in class only if your are ranked in top 50% of class.
- ❖ G.P.A. If it is 80 or higher
- ❖ Named to Uxbridge High School Honor Roll  
( estimate how often)
- ❖ Successfully passed Massachusetts Comprehensive Assessment System (MCAS) date Did you receive "advanced" on any portion of this test?

Did you qualify for National Honor Society? If so, say it.

- ❖ Qualified (or inducted into ) Catherine D. Sessions chapter of National Honor Society (date)

Did you take any A.P. courses? If so, did you do well enough to mention it? Did you do well on the A.P. test?

- ❖ Successfully completed or currently enrolled in Advanced Placement \_\_\_\_\_

Did you receive any awards during Junior Awards Day? If so list them accurately.

Did you receive any other academic awards or nominations? Who's Who Among American High School Students....? If so list them.

# Internship or Teaching Assistant



- Type Internship or Teaching Assistant after underlining it as a heading
- Under this heading type the date that you began your experience.
- List your title, underlining it and where your experience is located
- Type "Responsible for" and list your responsibilities.
- It should look like this:

Teaching Assistant

Aug 2007- present

Teaching Assistant

Taft Elementary School

Uxbridge, MA 01569

Responsible for.....

# Mentoring



- Type Mentoring and underline it placing in margin.
- Under this headline type the date that you began.
- It should look like this:

Mentoring

Aug2007- present

Student Mentor Uxbridge High School

Responsible for peer mentoring up to \_\_\_ Freshmen for one(?) year. Included in duties is attending mentoring training, monitoring student academics and social progress as well as aiding with the integration of students into high school.

Are you on the executive board?

# Community Service



- Do you have a million hours of C.S.? If so begin with that fact.
- ❖ Performed \_\_\_\_\_ hours of community service while a member of (Student Council or Class of 2008)
- Select those activities that are meaningful to you or activities to which you have a major time commitment.
- List all activities in chronological order... most recent first!!!

It should look like this:

Community Service

Septembers2006-present

Participated as a volunteer on  
National Beach Clean-up Day

# Work History



- Please type Work History and underline it, placing it in your margin.
- Underneath your heading type in the dates of your most recent employment.
- Give yourself a job title and underline it
- Type in the name of the company next to your job title
- Type in the address directly under the company name
- Begin your job responsibilities by lining your information up with the first letter in your job title.
- Here is how it should look:

Work History

Summers 2206- present

Child Care Provider Smith Family  
122 N. Main St  
Uxbridge, MA 01569

Responsible for total care and supervision of four children for up to six hours. Job also included monitoring homework, transporting children, preparing meals and putting to bed.

# Honors, Club Activity and Leadership Roles



- First begin by looking at the entire title of this section. Do you have evidence of all of these three areas? If not, modify your headline to reflect what you do have.
- Type in your headline and underline
- Begin with your most recent activity and list the date in the margin
- List any activity or honor (not academic) or leadership role in chronological order

It should look like this:

Honors, Club

Activity

And Leadership

Roles

2004- present

Member of Uxbridge High School Basketball Team

- ❖ Elevated to varsity status 2005
- ❖ Elected co-captain 2006
- ❖ Southern Worcester League Champions 2006
- ❖ Advanced to State Semifinals 2006

# Travels



- Type title into margin and underline
- Type date of your most recent trip under title
- Type all of the travel adventures that you have taken including the possibility of your senior class trip if you intend to go.
- Make sure that your dates are in chronological order most recent first
- It should look lie this:

## Travels

Summers2000-present

Feb 2003

Oct 2002

Vacationed on Cape Cod Massachusetts

Toured Gettysburg, Pennsylvania

Traveled to Florida visiting Disneyworld and Tampa

# References



- Type in title and underline it in the margin
- Type in the following sentence fragment as you see it.

Furnished upon request

It should look like this:

References      Furnished upon request

# Final Step



- Edit, edit , edit!!!!
- Be sure that everything is spelled correctly
- Be sure that it is truthful
- Be sure that it looks well organized...that makes it easy to read.
- Proofread, and have someone else read it for you. Sometimes new eyes make all the difference!!!



Good Luck !!!!!