

# Resume Guidelines

A resume is an appropriate format through which students can clearly highlight their accomplishments. This resume may be used to provide information for both college and scholarship applications, as well as to provide information to adults writing reference letters for you. Identify your activities throughout your high school years. (Include activities from even earlier years only if you wish to demonstrate a long term commitment to an activity that you continued to be involved with in high school).

Following is a suggested resume format. Note time frames can be specified as grade level or year. Order may be changed to highlight your primary involvement.

## Name

Address.....

Home Phone / Cell phone / Email

<b>Objective:</b>	To be considered for a xxx scholarship; or reference letter for college, or job application...
<b>Education:</b>	<ul style="list-style-type: none"> <li>○ Live Oak High School, Morgan Hill, California. Diploma pending graduation, June 20xx <i>Include additional education here, such as summer college classes, with dates. E.g.</i></li> <li>○ C++ Class, Gavilan College <span style="float: right;">Summer 2008</span></li> </ul>
<b>Special Education:</b>	<p><i>Include here additional non-academic education, such as leadership training classes, or perhaps volunteer training or training by an employer. List each on a separate line with dates. E.g.</i></p> <ul style="list-style-type: none"> <li>○ June 2007 (1 week camp) Rotary Youth Leadership Association (RYLA)</li> </ul>
<b>Volunteer Experience:</b>	<p><i>List community volunteer experiences, including those that may have been signed up for as part of a Live Oak Club (e.g. as a member of FBLA or Interact Club)</i></p> <p><b>Organization Name 1 ...start with most recent (Date range ..e.g. June-August 2008)</b></p> <ul style="list-style-type: none"> <li>○ Responsibility 1</li> <li>○ Responsibility 2</li> </ul> <p><b>Organization Name 2 (Date range)</b></p> <ul style="list-style-type: none"> <li>○ Responsibility 1</li> <li>○ Responsibility 2</li> <li>○ Responsibility 3</li> </ul> <p><b>Organization Name 3 (date range)</b></p> <ul style="list-style-type: none"> <li>○ Responsibility 1</li> <li>○ Responsibility 2</li> </ul>
<b>Leadership:</b>	<p><i>Include both school and community leadership roles. (Can divide into 2 sub-groups)</i></p> <p><b>Organization Name 1 ...start with most recent (Date range ..e.g. June-August 2008)</b></p> <ul style="list-style-type: none"> <li>○ Responsibility 1</li> <li>○ Responsibility 2</li> <li>○ Responsibility 3</li> </ul> <p><b>Organization Name 2 (Date range ... e.g. 2006-2008)</b></p> <ul style="list-style-type: none"> <li>○ Responsibility 1</li> <li>○ Responsibility 2</li> </ul>
<b>Awards Received:</b>	<p><i>Either list as individual bullets or group (per above). Examples include honor roll, other special academic recognition, club or performance honors, etc. Specify date. Eg.</i></p> <ul style="list-style-type: none"> <li>○ 4.0+ honor roll (2006,2007)</li> </ul>
<b>Employment History:</b>	<p><i>List jobs (starting with most recent), with sub-bullets if needed to detail responsibilities. Specify timeframe of employment.</i></p>
<b>Other Activities:</b>	<p><i>List as bullets other activities, such as school or club sports, and school or community clubs not referenced earlier. Specify years of involvement (per above).</i></p>