Resume Writing Tips

A resume is a reflection of your strengths; it makes you stand out amongst other applicants. There is not a correct format; however, there are basic guidelines you can follow. Your resume should not be exactly like a peer's resume because you are you, and there is no one like you.

Examples of Different Headings

Margins may have to be changed to accommodate various headers. Be sure to include full legal name, address, phone number, date of birth and e-mail address (please make sure your e-mail address is appropriate and reflects your professional side). Supplemental school information can be provided in the header or in an Education section of your resume.

Molly Lolly Raider

0 Wigmore Court, Savannah, Georgia 31410

(912) 555-5555

mollyscps@yahoo.com

Date of Birth 5/13/91

Molly Lolly Raider

0 Meriweather Dr. Email: mollyscps@yahoo.com Savannah GA 31406 (912) 555-5555

Date of Birth: May 13, 1991

Molly Lolly Raider

000 Junco Way Savannah, Georgia 31419 (912) 555-5555 mollyscps@yahoo.com

Date of Birth: March 19, 1991

Savannah Christian Preparatory School 1599 Chatham Parkway Savannah, Georgia 31402 (912) 234-1653 CEEB Code: 112698

Counselor: Charita Hardy

Body of your Resume

In the body of your resume begin by listing items in grade or year order (Stay consistent!). Start with the most current activity, or activities with the most longevity. Utilize descriptions when necessary. Begin the description with a **verb** to exhibit your strengths at the glance of an eye. Also, be sure to

highlight any leadership positions within an organization. Try to make your resume **one page**. If your resume goes to two pages, try to make sure it takes up a substantial part of the second page. Watch for natural transition points if your resume moves to two sections.

Depending on your, below are options of sections you could possibly include in your resume:

Education
Test Scores
Extracurricular Activities
Volunteer Work
Work Experience
AP/Advanced Courses
Awards and Honors

Examples

Test Scores

SAT I: December 2007 - 1800 (Critical Reading-600; Math-600; Writing-600) SAT II: March 2008 - 1800 (Critical Reading-600; Math-600; Writing-600)

ACT: June 2008 -31 (English-35; Math-32; Reading-36; Science-30; English/Writing-21)

Community Service

Saint Joseph's/Candler Hospital Savannah, Georgia Summer 2007

• Assisted with daily operations of hospital pharmacy on a weekly basis for a total of 120 volunteer hours.

Relay For Life Savannah, Georgia May 2008

Registered survivors upon entrance to event.

Employment

Royal Oak Car Wash Richmond Hill, Georgia Summer 2008

- Assisted with daily operation of car wash
- Coordinated weekly schedules for 10 employees
- Improved car washing production by 5 cars an hour

Extracurricular Activities

- Varsity Football Cheerleading (9-12)
- Varsity Competition Cheerleading (9-12)
- Gigititus (9-12)

Served as a club leader of Christian Bible study and discussion group by giving lessons and helping to prepare for and organize future meetings.

- FCA: Fellowship of Christian Athletes (10-12)
- Pep Club (10-12)

Assisted in preparing and displaying signs to arouse school spirit for football games.