

Resume Project

Resume Assignment

As a high school student, you may think that you don't need a resume until you are about to graduate from college and begin your search for a full-time job. However, high school students need resumes just as much as college students do. From getting into college to obtaining a part-time job, a resume is essential because college recruiters and employers alike want to see a brief summary of your abilities, education, and experiences. Any potential employer, admissions counselor, and/or volunteer recruiter should be able to derive three (3) skills and three (3) experiences that would make you unique to the position you are applying for.

Important TIPS when composing your resume:

- **No more than one full page.** Your high school resume should never be longer than one page.
- **Customize your objective.** An objective lets potential employers know your main goal. For example, your objective may be "To obtain a part-time sales position with Hollister."
- **What if you do not have any work experience?** Consider listing volunteer work and/or school related experiences, such as laying out copy for a yearbook, tracking equipment for a sports team, creating programs for a school event or something similar. Anything that might be considered a task associated with the work environment is fine to use on your resume.
- **List your accomplishments.** Accomplishments are probably the most important things you can list on a resume because it shows that you worked hard, were involved and got things done.
- **Use keywords.** (*Use this TIP when you're ready to submit a real resume to a real job posting.*) Most companies use applicant-tracking software, which scans resumes for keywords relating to skills, training, degrees, job titles and experience. Make sure your resume gets through this preliminary screening... use the same key words on your resume as the qualifications listed on the company's job posting. (Remember to use only the qualifications/keywords that you actually possess.)
- **Proofread everything to make sure there are NO mistakes.** It is highly recommended you have someone else read your resume to look for errors, typos and grammar mistakes. Any mistakes are usually the first things an employer looks for to eliminate you from the hiring process.
- **Never lie on your resume.** Any non-truths stated on your resume could result in immediate firing and will ruin your reputation.

Assignment Instructions:

1. Use your brainstorming and job search notes to complete the "Updated Rough Draft Resume" on page 2.
2. Use the tips above to help you update your resume to be ready for a new job.
3. Use the *Sample Resume* in Microsoft Word as a template in creating your updated resume.
4. Once your rough draft is complete on paper, you will finalize your resume by typing and printing a final resume.
5. Approved fonts are Times New Roman 12 pt font, Calibri 11 pt font OR Arial 11 pt font.
6. **Single space** within sections and **double space** between sections.
7. Headers must be bold.
8. Add name, address, phone number, and email address at the top of the page. Each item should be on its own line and centered horizontally

Updated Resume Rough Draft

OBJECTIVE

EDUCATION



WORK EXPERIENCE

VOLUNTEER EXPERIENCE

AWARDS & CERTIFICATES

SKILLS & ABILITIES

EXTRACURRICULAR ACTIVITIES

RESUME RUBRIC

Points (100)

Points	Expectations	Student Score
10	<ul style="list-style-type: none">● Opening/Intro Includes name, address, telephone, email, mailing address	
10	<ul style="list-style-type: none">● Objective Objective is focused, targeted, and concise	
20	<ul style="list-style-type: none">● Education Education section emphasizes relevant coursework, GPA if better than average, what degree student expects to attain.<ul style="list-style-type: none">○ Education is put before employment unless student has extensive career-related job experience.○ Education is listed chronologically and all institution/degree info is listed.	
20	<ul style="list-style-type: none">● Work Work experience, if applicable, includes job titles, locations, list of duties or accomplishments<ul style="list-style-type: none">○ Work experience included is most relevant to job target	
20	<ul style="list-style-type: none">● Format 1- page Balanced, white space, good font choices, pleasing design	
20	<ul style="list-style-type: none">● Grammar and punctuation, No spelling errors, No grammatical errors, Word processing mechanics are perfect	

Total Point:

Comments: