

## **Resume Instructions**

There are many different styles for resumes. The design of this resume format is similar to the layout of a college application. It will help you organize your information on one page. However, once you have put your information in this format, it will be very easy should you desire another format for something else.

During the spring of junior year or early summer, please prepare the first draft of your Resume and Supplemental Information.

Refer to the Sample Resume to see an example of a completed resume.

## **Helpful Hints:**

Before beginning, gather all your information about activities, awards, community service, etc. The yearly Activity Record that you completed at the end of freshmen and sophomore years are returned to you at your Pre College Planning Appointment in spring semester of junior year. The Counseling Office has copies of the Activity Records for all years in your file.

Print out the instructions and the Sample Resume.

Download, save and print out the forms. Handwrite your first draft on these printouts. Then type the information directly into your downloaded forms on your computer. Save it on your computer as: **My Resume 06 10 11**. Each time you do a revision, be sure to change the date at the bottom and save it with the new date. This way you will always be using the most current revision. As time goes on, you can delete old versions.

**Resume and Supplemental Information are to be typed. Be sure to use spell check.** Have one of the counselors review these for content.

**Please give a copy of your Resume and Supplemental Information to anyone writing a recommendation for you for college or for scholarships. This valuable information helps teachers, counselors and community people write stronger recommendations about you.**

If you have questions or need help, please ask any of the counselors.