

## Your Résumé

**You** have something to say which is worth listening to. The trick is figuring out how to say it in a way people will notice, with your **résumé**. It is an abbreviated sketch of your personal qualities, accomplishments and aspirations. It is more than a simple listing of activities! The **résumé** gives you an opportunity to put your life in written order. It gives you a chance to organize information about yourself--who you are--where you are going. It is a good thing to complete before you fill out college applications or make campus visits!

The **résumé** is a helpful document in the college application process or in the job search competition. It can accomplish the following:

1. Serve as a springboard for an interview
2. Submitted with scholarship applications
- 3 Help the people writing your recommendations to be more specific about your accomplishments and aspirations
4. **HELP YOU ORGANIZE INFORMATION ABOUT YOURSELF!**

How do you begin writing the **résumé**? First gather your facts--interests, personal accomplishments, activities, educational background, etc. Then identify your short and long term goals in life, education, career and community. After working through identifying those items, the organization process can begin. For those items you have already accomplished--add the dates when you worked on them. For those items not yet accomplished--add the dates when you plan or aspire to have them completed! For instance, let's assume you will graduate in May of 2023; you want to attend college and would aspire for a career in environmental science. Now you have three dated items to put into your **résumé**:

1. Attended UAHS: August 2019 to present
2. Will graduate from UAHS -- May 2023
3. Plan to graduate from college in 2027 with a major in Environmental Science. You may notice one event has happened, the second one is short term (will happen soon) and you are planning for the third to occur in the long range future.

Remember to list/briefly identify or describe and date the following:

1. The organizations to which you have belonged as well as the ones to which you currently belong
2. The in and out-of-school activities in which you participate
3. The community services you have provided
4. The time you have spent in volunteer work
5. The roles of leadership or responsibility you have assumed
6. The individual expertise you have attained in specific areas of interest
7. The honors or awards you have been given or have earned
8. The jobs you have held (give the employer name and job description)
9. The items, which make you the unique person, you are

The **résumé** allows you and others reading it to tie your life and your accomplishments together.

Your growth and development over a period of time is now apparent in written form. It is a capsule of your life. It helps identify you as a special and unique individual. The **résumé** allows you to tell your life story on your terms--and, it allows you to put your best foot forward.

Once you have written your **résumé**, you will be amazed at how often it is used and how simple it becomes to update or add to. You will be able to use it when you apply for a summer job, when you intern in a program or career of interest, when you complete college applications, and when you begin the process of finding that all-important first job after college graduation.

But, the biggest payoff for writing it will be your own amazement of seeing how many things you've done, how well you've done them, and how well you intend to do things in the future.

### **Naviance provides an excellent Résumé Builder.**

#### **To locate it:**

- Open your Naviance Account
- Click on your initials in the blue circle on the top right of your home page
- Under “Documents and Notes” you will find “Résumé”
- Click on “Résumé” and follow the instructions

**Sample Résumé – If you want to create your own format this sample may be useful.**

**HARRY D. BEAR**  
**1625 Zollinger Road**  
**Upper Arlington, Ohio 43221-2997**  
**614-487-5200**

**• CAREER AND EDUCATIONAL GOALS:**

- College Degree in Environmental Science
- Graduate Studies in Forestry, Preservation or Wildlife Management
- Possible Career in Park Service, Government or Environmental Technology

**ACADEMIC RECORD:**

- School and Diploma:
  - Upper Arlington High School—2019 to Present (will graduate – May 2023)  
Grade Point Average: 3.64 [**Optional – This is on your transcript.**]
  - Higher Level Course Work: [**Optional – Use only if it makes you look good.**]  
College Prep with 3 Honors Classes and 2 A/P Classes or IB Classes
- Achievements or Awards: [**Optional – Use only if this makes you look good.**]
  - Honor Roll--3 of 4 possible times
    - Journalism Writers Award
    - Principal's Advisory Group (10<sup>th</sup> and 11<sup>th</sup> grades)
    - Science Student of Month (December—9<sup>th</sup> grade)

**• ATHLETIC, CLUBS, AND ACTIVITIES: [Optional – or title as you feel is most appropriate]**

- Team Membership:
  - Cross Country (9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> grades)
  - Track and Field (10<sup>th</sup>, and 11<sup>th</sup> grades)
- Intramural Involvement:
  - Basketball (9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> grades)
- Achievements or Awards:
  - Cross Country Varsity Letter (11<sup>th</sup> grade)
  - Track and Field Varsity Letter (10<sup>th</sup> and 11<sup>th</sup> grades)
  - Cross Country Captain (Elected for 12<sup>th</sup> grade)
  - Outstanding Reserve Runner (Cross Country—10<sup>th</sup> grade)
- Clubs
  - Spanish Club (10<sup>th</sup> and 11<sup>th</sup> grades, President 12<sup>th</sup> grade)
  - In The Know Team (member, 10<sup>th</sup> and 11<sup>th</sup> grades)
  - Literary Magazine (section writer, 10<sup>th</sup> grade)
- Activities:
  - Habitat for Humanity (11<sup>th</sup> and 12<sup>th</sup> grades)

- Prom Promise (co-organizer 11<sup>th</sup> and 12<sup>th</sup> grades)
- Variety Show (individual vocal performance, 11<sup>th</sup> grade)
- Marine Field Study, Andros Island, Bahamas (summer after 10<sup>th</sup> grade) • Bear Camp Leader (11<sup>th</sup> grade)

• **COMMUNITY SERVICE: [Important to include]**

- City of Upper Arlington:
  - July 4th parade worker (9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> grades)
  - "Upper Arlington News" HS Sports Reporter (10<sup>th</sup> and 11<sup>th</sup> grades) • Certificate of Merit for Community Service (2021)
- Metropolitan Area:
  - Riverside Hospital Volunteer (Summer of 2020 - 2022)
  - Center of Science and Industry (Volunteer 2020 to Present)

• **SPECIAL SKILLS: [Optional]**

- Trained as a Peer Mentor, Fall 2022
  - Assisted a Geometry teacher, as a tutor, Second semester 2022 • Tutoring one-on-one with a new student to UAHS, Fall 2020 + Spring 2021 • Trained in First Aid Assistance, CPR (Summer 2020)

• **EMPLOYMENT: [Include if you have been employed]**

- Summer:
  - Davis Lawn Care (2019- to present: approximately 35 hours per week) • Tony's Tacos (2020– 2022 - 20 hours per week)
- During School Year:
  - Perks Photo (2022 – 2022: approximately 10 hours per week) • Bagels & Bits (2022 - to present: approximately 15 hours per week)

• **HOBBIES AND INTERESTS: [Always include]**

- Camping, Cave Exploration, Hiking and Backpacking
- Photography

• **REFERENCES: [Always include]**

- Mr. Spelunker, Counselor, Upper Arlington High School
- Mrs. Rose, Director of Riverside Hospital Volunteer Services
- Dr. Spaceshot, Public Relations Consultant, Center of Science and Industry