

## HOW TO: Create a Resume & Submit it to Guidance

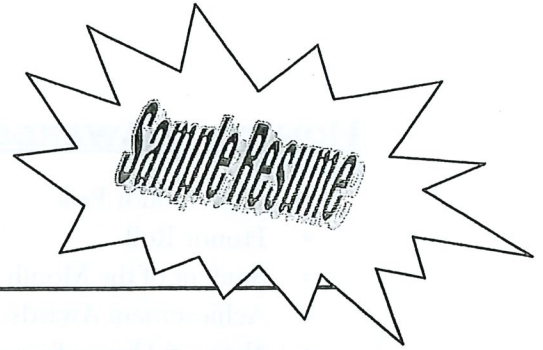
A well thought out resume is a critical piece to your college application. Your high school resume is a snapshot of YOU, a concise summary of your achievements, talents, and interests. It is a great way to showcase what you have done during your high school years, who you are, and what you can contribute to a college campus.

1. Create your resume in Word NOT in Naviance. Refer to the attached sample resume for formatting reference.
2. Save the file as YOUR LAST NAME and the word RESUME (i.e. Smith Resume).
3. You **MUST** e-mail your final draft to Mrs. Bakker, the Guidance College & Career Assistant - mbakker@krhs.net. This step must be done one week prior to wanting to submit your letters of recommendation and official transcript.
4. Your resume will be sent to the college(s) you are applying to with your letters of recommendation and official transcript once you notify your guidance counselor that all components are complete (see directions for applying to college).

# JOHN H. SMITH

113 Oakley Lane  
Newton, NJ 07860  
Phone Number: (973) 579-1555

Email: jhsmith@ptd.net



## SCHOOL DATA:

School Name: Kittatinny Regional High School  
School Address: 77 Halsey Road  
Newton, NJ 07860  
School Phone: (973) 383-1800  
Counselor: Mr. Gill, ext. 1240  
School Code: 311002

## STUDENT DATA:

Date of Birth: 11-14-98 Age: 17  
Grade Point Average: 3.98  
Class Rank: 17/200  
SAT Scores: CR: 550 Math: 650 W: 570  
Desired Major: Sports Management/Business



Photo Optional

## SCHOOL RELATED ACTIVITIES:

- Peer Leader - Mentored incoming 7<sup>th</sup> and 8<sup>th</sup> graders
- Volunteered for Kittatinny Day for the Disabled
- National Honor Society, Member
- Member of Technology Student Association
- Member of Varsity Football Team
- Member of Varsity Basketball Team
- Participated in Hopatcong Basketball Summer League
- Participated in Science and Math League
- Participated in Speed and Strength Training and Conditioning

## COMMUNITY RELATED ACTIVITIES:

- Volunteered to rake leaves at Camp Auxilium Day Camp for kids
- Wrote Valentine's Day cards for soldiers in Iraq
- Volunteered as a Sunday School teacher for Christian Federated Church
- Volunteered as food server at Pass-it-Along 5K race
- Volunteered time at Bristol Glen Retirement Home for community social hour
- Delivered food for local food pantry to senior citizens during the holidays
- Helped wrap and sort Christmas gifts for Sussex County Pass it Along program
- Participated in bowling with SCARC—program designed for disabled students
- Worked with Challenger Basketball program designed for disabled students

# Your Name

1234 Street Address, City, ST ZIP Code•phone•e-mail

## Education

High School Name                      City, ST  
GPA:     *(Note weighted or unweighted)*  
Class rank:  
SAT:                                      ACT:  
Coursework: (specialized or out of the ordinary work only)

## Academic Awards & Achievements

National Honor Society (and others)

## Work Experience

Organization Name    City, ST                                      Dates  
*Job Title*

- Responsibilities
  - Activities
  - Achievements
- (In this section, use descriptive verbs to detail your job and the duties you performed. In a bullet list, you must have more than one bullet point.)*

## Employment Skills

List your computer skill, certifications, training received....

## Activities & Awards

Extracurricular Activity                                      Years or Grades performed

- Description of involvement
- Awards and achievements

Extracurricular Activity                                      Years or Grades Performed

- Description of involvement
- Awards and achievement

## Community Service (and/or) Volunteer Activities

Organization                                      Years or Grades Performed

- Description of involvement
- Awards and achievements

#hrs/week

#weeks/yr

Organization                                      Years or Grades Performed

- Description of involvement
- Awards and achievements

#hrs/week

#weeks/yr

*This is only an example of one way to layout your resume. Make this document a personal representation of your academic and extracurricular life. Keep it to one-page, anything beyond runs the risk of not being read. The arrangement of the areas is up to you. Whatever shows you in the best light should come first. If you do not have anything for a specific area, then delete that section. Personalize the font – as long as you keep it professional – use italics and bold lettering to call attention to specific information. Participation time must be listed as hours per week and weeks per year. You will be asked for this information in that form on the applications, so start collecting that data now.*