SENIOR RESUME

Create a handwritten chart listing the following high school activities. If you don't have information for any of the headings, leave that heading off of the resume.

- Objective—your goal(s)
    - To graduate from high school and pursue a job in…
    - To attend Northern Kentucky University to earn a degree in business.
    - To attend Gateway and study mechanics.
- Education- high school(s) attended and the years (2001-2005); GPA (senior year only).
- Work Experience-job title, company name, years/months worked there, duties
- Community Service- where, duties, when (dates).
- Honors/Awards received during your high school years (name of award, year received)
- Extracurricular Activities
    a. Name of clubs, office held (year), and years of membership
    b. Sports- team, your position, year(s)
    c. Church- name of group, year(s)
- Special skills- CPR certification, Life Guard certification, building/designing computers, computer coding, musical instruments, etc.
- References- people who know your skills/abilities, who you have worked for, managers, educators, etc.
    - Be sure to write Mrs., Mr., Ms.(uncertain if unmarried), Miss
    - These CANNOT be members of your family, friends, or peers of your age.
    - Include work supervisor, teacher(s), principal, minister, employers.
    - Name, the person's work title, company name, phone number (not email addresses).
    - Need a minimum of three references/maximum of five.
    - DO NOT put "References on Request". Provide them on the resume. People will think you are not sincere in wanting to be employed otherwise.

Example on the back. BE SURE TO FOLLOW FORMAT EXACTLY.

- To align the information- use the TAB KEY-do not use the space bar.
- Be sure to go up to paragraph in the ribbon-click the corner. Go to spacing/before and after— these should both be on 0; otherwise the spacing will be off.
- Resumes are single spaced; skip a line between headings (not between the heading and information underneath).
- Headings are bold and underlined and one font larger than the rest of the information.
- Email addresses should NOT be in blue or underlined. To remove hyperlink, right click and remove; or highlight and click the U and colored A/HOME in the ribbon menu.
- Your name should be at the top, bold and larger font than headings. This is the most important information on the page.
- There should be a line separating your personal contact information from the resume information. Use the underline key to make or insert/shapes on the ribbon.

- Information under headings- point font, as long as all information can be one page. NO abbreviations.
- Chronological order: if you have attended other high schools, place them in order with the most recent first. Same with employment or any other activities.
- Only include information from high school years.