**SENIORS: Humanities / AP Research Resume Assignment 2023**

Instructions: Read over the information in this document regarding writing a resume. Using the template on page three, complete your own resume in a Word document (You may use a different template if you do not prefer to use the template provided on page 2). **\*\*\*You may also build your resume in Naviance (See instructions below).**

Due Date: Your completed resume is due to your Humanities or AP Research teacher on **Monday, August 14, 2023**. Print out a hard copy to turn in to your teacher, and save a digital copy to upload to the Naviance database.

**Writing Resumes for Admission/Scholarship Applications**

**What is a Resume?**

A resume is a data sheet that markets your credentials. It highlights your accomplishments during high school and can be a tremendous asset when you fill out applications, meet with an interviewer, ask for recommendations or apply for scholarships.

Colleges are more interested in your scholastic and other achievements, awards, activities, athletics, leadership, community service, special talents and how you spent your time during high school. A well-developed resume, can help put you in a favorable position.

**Composing Your College Resume**

**Create a Master List**

The first step is to recall and list every experience you can think of including volunteer/community service, internships, paid jobs, honors/awards. You should also list school activities, student organizations, and all of your educational experiences. This master list will provide you with all the information you need to create your resume.

**Elaborate On Your List**

Next, write descriptions of the items on your list. Include information about your specific responsibilities, skills used, and outcomes you obtained. Use action verbs in your descriptions. Remember to tailor the descriptions to the types of schools and scholarships you’re targeting.

**Organize Your Resume**

After you have written descriptions, you’ll need to decide how to organize your experiences, and what to include in the resume. You do not need to include every experience in your list. Be strategic. Focus on those experiences that will be of most interest to the university or scholarship committee.

**Resume Sections**

**CONTACT INFORMATION** It’s a good idea to include both your current school address and a permanent address. Be sure that your phone number is correct, and always include an email address. You only need to list one email address and be sure to use a professional sounding address. Never include your social security number or date of birth.

**OBJECTIVE** This is optional. If you choose to include one, make it a concise declaration of what major and degree you will pursue and how attending the university will prepare you to achieve your career objectives.

**EDUCATION** This section gives details about your high school and graduation date. An overall GPA is optional. Typically, include your GPA if it is 3.7 or higher.

**HONORS/AWARDS** Use the descriptions you wrote while compiling your list. Strive to be concise. If you have a very long list of honors/awards, include your most impressive and relevant achievements based on the type of school or scholarship you’re targeting.

**WORK EXPERIENCE (IF APPLICABLE)** Use the descriptions you wrote while compiling your list, being sure to begin them with action verbs. Strive to be concise. You should not use full sentences or try to write eloquent prose. Write the description of your experiences either using bullets or in a paragraph style. Again, make sure it is easy to read. Bulleted statements can contain more than one sentence and be more than one line if needed. Don’t use bullets if you choose a paragraph style.

**SCHOOL ACTIVITIES/LEADERSHIP/EXTRACURRICULAR ACTIVITIES** Use this section to describe activities you’ve participated in, especially if you played a leadership role. Use the descriptions you wrote while compiling your list, being sure to begin them with action verbs. Strive to be concise. . Illustrate descriptions with specifics about numbers, outcomes, and goals you met. Try not to be redundant. For example, if you were a staff writer for your school’s newspaper, don’t just say you “wrote articles for your school newspaper.” That is implied by your title. Instead try to indicate how many articles, about what, whether you conducted interviews, etc. If you have a very long list of school/leadership/extracurricular activities, include your most impressive and relevant achievements based on the type of school or scholarship you’re targeting.

**VOLUNTEEER/COMMUNITY ACTIVITIES** Use this section to describe volunteer/community activities you’ve participated in, especially if you played a leadership role. Use the descriptions you wrote while compiling your list, being sure to begin them with action verbs. Strive to be concise. If you have a very long list of volunteer/community activities, include your most impressive and relevant achievements based on the type of school or scholarship you’re targeting.

**INTERESTS** Consider each application individually and consider if listing hobbies/interests actually bolster your resume and make you a more attractive candidate.

**Format Your Resume**

After you have determined what information you would like to include in your resume, you must choose a format in which to present it. Most students use some variation of a chronological format where experiences are listed in reverse chronological order (most recent first). Give a good amount of detail and be specific in your descriptions.

**Length**: Your resume should be one page long. Two-page resumes are acceptable only under certain circumstances. If you must use a two-page resume, make sure your name is at the top of the second page.

**Appearance**: There are many creative ways to design a resume. You want it to be easy to read, so have a good balance of text and white space. Don’t try to be too creative. Stick to something that can be read quickly and easily.

**Margins**: One-inch is standard, but you can use slightly smaller margins if needed. Make sure your resume is centered on the page.

**Font Size/Style:** An 11-inch font size is standard. Times and Times New Roman are two professional looking styles. Use only one font style in your resume. Finalize a Draft Print your resume on the same paper you will use for your cover letters. Choose a conservative color: white, ivory, off-white, light gray or eggshell.

**\*\*\*If you do not have anything to put in any given category list on the attached resume sample, DO NOT list the category on your resume.**

**\*\*\*Proofread, proofread, and proofread! Even if you use spell-check and grammar check, proofread carefully and have your resume critiqued by at least one other person.**

**\*\*\*\*The next page features a sample resume for college visits or college/scholarship applications; this is an example; use this template to help you create your resume. Make sure you include information that highlights YOUR STRENGTHS!**

**Name**

**Address**

**Phone #**

**Email**

**College Major/ Career Goal:** G.P.A.: (only if 3.7+) (include this only if you have one) ACT: (if top 25%)

 SAT: (if top 25%)

**Education**

Columbus High School Columbus, Georgia

Graduation date: May 200

AP courses taken:

Senior Project or AP Research Project:

**Honors and Awards**

• National Merit Semi-Finalist, (11)

• Lamp of Learning Academic Achievement Award (9, 10, 11)

• Georgia All State Choir, (10, 11)

• Rotary Youth Leadership (10)

**High School Activities**

 • Pioneer Yearbook Staff (10, 11, 12)

-Editor in Chief (12)

• CHS Swim Team (10, 11, 12) -Varsity Team Captain (12)

• CHS Choir (9, 10, 11, 12)

• Spanish Club (9, 10, 11)

**Community/Volunteer Activities**

• Meals on Wheels Volunteer (Summers, 2003-Present)

- Deliver 3-5 meals to senior citizens every Saturday throughout the year.

• Church Youth Group (9, 10, 11, 12)

 - Coordinated over 100 youth members for a 2-week mission trip.

**Work Experience (if applicable)**

• Kirkwood YMCA Summer Gymnastics Camp Instructor (2003-Present)

- 20 hours per week during the school year and 45 hours per week in the summer.

• Kirkwood Library (2000-02)

 - Approximately 10 hours per week during the school year.

**Interests**

• Diving – Greenbriar Pool Dive Team (6 years)

• Dancing – Ballet, tap, jazz (10 years)

**\*\*\*Select the method you will use to enter your resume in Naviance. You may upload your resume as a file or create your resume in Naviance. See instructions below.**

**UPLOADING YOUR RESUME AS A FILE IN NAVIANCE**

**UPLOAD TO NAVIANCE:** Complete the following steps to allow your counselor, teachers, and other recommender to view your Resume/document in Naviance.

1. Save your Resume on your computer
2. Log into Naviance
3. Click on the "About Me" tab
	* “My Stuff”
4. >"Journal"
5. >+add new entry (Click + in the top right-hand corner)
	* Type the name of your resume in the subject box (Ex: Scholarship Resume)
6. >"Share with", then check the boxes for Counselors, Teachers, Parents
7. >Browse for your document and attach it
8. >"Attach" (many students forget to click on "Attach" at this point, so don't forget to do this)
9. >"Add” Journal Entry" (another frequently forgotten step)

\*\*\* If you are uploading your Resume, you will need to inform the person from whom you are requesting the letter of recommendation that the Resume may be viewed under the Journal Tab of your student portfolio.

**BUILDING YOUR RESUME IN NAVIANCE**

1. Log into Naviance
2. Click on the "About Me" tab
	* “Resume”
3. Select
4. Add information for each section of your resume