

Name

Address, City, State ZIP

Honors and Awards

- Bulleted lists are easiest to read
- In this section, list all honors or awards you've been nominated for or received
- Include activities out of school
- Include the years of the award.
 - Note the year(s) in school (Grade 9 - 11) or the year (2004-2007)
- Include scholarships
- Include Dean's lists or honor rolls

School Activities

- In this section, list all the activities you've participated in
 - Note the year(s) in school (Grade 9 - 11) or the year (2004-2007)
- Include the clubs you've belonged to
- If you've had a leadership role (helped start, lead a session, etc.), note that

Community Activities (or Service Activities or Volunteer Activities)

- Include the activity you've participated in
 - Note the year(s) in school (Grade 9 - 11) or the year (2004-2007)
- Note any accomplishments or leadership roles (raised \$1,000 or organized school painting project)

Offices and Positions of Leadership

- Be sure to note your leadership throughout your résumé
- This section can repeat those items or include other activities not included elsewhere
 - Note the year(s) in school (Grade 9 - 11) or the year (2004-2007)

Employment History

- Include jobs you've held
 - Note the year(s) in school (Grade 9 - 11) or the year (2004-2007)
- Include anything for which you have been paid
- Include any promotions or commendations made

Other

- If there's anything you've left out that you want others to know about, put it here.

General notes: keep the résumé clean looking and keep it to one page if possible. Don't put your name on the upper left corner – it will be hard to read if it is stapled to other material.