**TeamMates+ Resume Builder**

A good resume should be able to answer the following questions about a person:

* *Who*
* *What*
* *When*
* *Where*
* *Why*
* *How*

Here are a few ways that students can build their resume in school:

1. ***Make good grades in school*.**The better a student’s grades, the better their gpa (grade point average) will be.  Some jobs and most colleges request a student’s gpa in school.  \*Anything above a 2.5 gpa will make their resume attractive; a 3.0 gpa or above will make it stand out.
2. ***Get involved*.**Join a club, organization, sports team, or after-school program that will build your leadership and social skills.  Being able to work as a team and possess interpersonal skills are attractive attributes that most jobs and colleges are looking for.
3. ***Do more than average*.** Take advanced, honors, and dual-college prep courses to develop intellectually and explore more through research.
4. ***Volunteer in the community*.**Giving back through volunteering is also seen as a leadership skill and experience.
5. ***Keep track of any awards and accolades you may receive throughout high school*.**Your accomplishments highlight your strong points and gives your resume an added value.

THE STRUCTURE OF YOUR RESUME

As a high school student, the resume should be structured into four parts: *Heading, Education, Activities, and/or Awards.*

***Heading****.*Make sure to include a heading on the top that states your name, address, phone number, and e-mail address.  It is recommended that you use an e-mail address that is appropriate.

***Education***.   After the heading, your next section should state your educational information such as the name of your high school, address, city and state.  Follow that with your GPA, standardized test scores and, if you know it, your class rank.  Class rank can either be stated by percentile (such as “top 5%”) or by actual numerical rank (36 of 389).  Any sort of academic distinction may be placed here as well.  Do not list your academic awards here; those will come later.

***Activities***.   Any clubs, programs, community service organizations, sports, or other activities you were a part of during high school should go here.  You should try to limit the list to only about 8 entries, so if you have more than that, choose only your most important 8.  If you have less than 4, try to think of some organized event you participated in to include.  Remember, it does not have to necessarily be a school-sponsored program; activities through your church, community center, or of your own personal drive (bands, etc.) may be included.  Each activity should have a short, one sentence description using strong, active verbs describing your experiences in a dynamic way.  Start the phrases in your descriptions with action verbs like organized, led, served, tutored, wrote, researched, and so on.

***Awards***.  Don’t limit yourself here.  This section can be a simple laundry list (though you should explain any awards that do not have an obvious title) or may include more detailed descriptions depending on the amount of awards you have received.  Avoid listing too many awards for the same event and remember that many accomplishments may fit in this category even if you never received a trophy, medal, or certificate.

**HOW SHOULD A RESUME LOOK**

A good resume should be no more than two pages.  Keep in mind that a resume is more like an outline than an essay.  Using bold titles, easy-to-follow bulleted list, and section breaks makes it easy for readers to follow.  It is always ideal to limit your resume to one page, but if you simply have too many activities and awards to keep yourself limited to one page do not cut information out.  Instead, expand onto a second page without worry (unless, of course, the application guidelines tell you to use only one page).  Most colleges recommend that you do NOT include pre-high school experiences.  For more details on the structure of a resume, please click the link below.

[Resume Worksheet and Example](http://post-secondary.teammates.org/wp-content/uploads/2011/06/Resume-Worksheet-and-Example.docx)

**RESUME “ACTION” VERBS**

Using positive “action” verbs to describe your experience or related experience, skills, and achievements will add strength to your resume and make potential employers take notice of your strengths and talents.  The goal of your resume is to make a strong impression and promote your qualifications, skills, and experience.  Here are a few examples of describing your skills with action:

* ***PERFORMED****effectively in high volume counter activity*
* ***MAINTAINED****supplies and equipment*
* ***DEMONSTRATED****ability to work as a team team member*
* ***PROVIDED****exceptional customer assistance*
* ***SERVED****small and large groups*

For more resume action verbs that will persuade potential employers to extend an interview to YOU, please click the link below.

[Resume Action Verbs](http://post-secondary.teammates.org/wp-content/uploads/2011/06/Resume-Action-Verbs1.docx)

**STRENGTHS/WORK-RELATED SKILLS**

Since most high school students don’t have a lot of work experience, they can put a strong emphasis on their strengths or work-related skills.  These are abilities that can be transferred to the workplace.  These strengths or work-related skills could include:

1. *Strong work ethic*
2. *Ability to work as a team*
3. *Takes initiative*
4. *Time management*
5. *Positive interpersonal aptitude*

For more examples of how to write about your strengths or work-related skills in an impressive way, please click the link below.

[Strengths.Work-Related Skills](http://post-secondary.teammates.org/wp-content/uploads/2011/06/Strengths.Work-Related-Skills.docx)