

HONORS ENGLISH RESUME ASSIGNMENT

As part of your summer work for Honors English, you are being asked to develop a resume for yourself. A resume is a very practical piece of writing. Think of a resume as a way of introducing yourself to prospective employers or colleges/universities. This will be an important piece of writing for your use as you begin the college and scholarship application process. It is also a piece you should use when you ask teachers to write recommendations for you for scholarships. They will be able to write much more effective recommendation letters for you if they have this basic reference information available to them.

Goals of Resume Writing

- a resume must present its object positively, highlighting your strengths and abilities
- a resume must use appropriate language
- a resume must be visually appealing
- a resume must portray facts accurately
- a resume must be customized to the situation and reader

Basic Resume Information

Chances are this is the first of many resumes you will write in your life. It is a document that grows with your education and life experiences. The format of the resume should be such that even a quick glance will reveal important information about you to the reader. There are many ways to organize a resume depending on its purpose or the instructions you have received. For the purposes of this class, you will include the following information. In order to receive an A on this assignment, all material must be provided and must be accurate in spelling and punctuation. See the sample resume for formatting.

Contact Info

This is included as the heading of your resume. This includes name, mailing address, telephone number, e-mail address.

Objective

In most resumes, the objective is optional. For this resume, I would like you to list your current inclination as far as college plans and the major/job you think you would be interested in. (Of course, I realize this is subject to change.)

Personal Summary

In “real-life” resumes, this section would be entitled Professional Summary. Here I would like you to write a summary in which you describe the person you feel that you are. Be honest and straightforward as you list what you consider to be your interests and strengths. Be sure to list your classroom strengths, language credentials, computer experience, and any other academic areas that mark your academic experience.

Education

Include your grade school(s) and high school (s). Also list your favorite teacher(s). This should be done in chronological order starting with your FVL years. The teacher listings may be useful contacts for future for references or letters of recommendation.

Job Experience

This is usually the most important section of a resume. Of course, most high school students don't have lots to mention here. If you have worked part-time jobs, please list the last three here. (If you haven't worked outside the home, type NOT APPLICABLE in the line below this heading.) Also list your supervisor(s). These again may be handy contacts in the future for references or letters of recommendation.

Honors & Awards

List an special recognition you have received over the years. This may be in sports, music, academics, outside groups, etc. (This includes letters, certificates, cash prizes, etc.) Be sure to list the honor and a brief explanation of the honor if it would not be clear to the reader. Organize honors and awards chronologically starting now and going back in time. Please list no more than 10.

Hobbies & Activities

List activities in which you have involved in outside and inside of school. This would include volunteer work, clubs, sports, musical groups, hobbies, and so on.

Church Affiliation & Involvement

List your current church and pastor. Also list any activities you are or have been involved in such as youth group, Bible study, teaching Sunday School, choir, etc. If they are activities you are no longer involved in, list the years behind in parentheses.

Other

If there is additional material that you believe helps define you as a person, place this info here. Some examples of what you might include are...

- Knowledge of multiple languages
- International travel
- Mention in the media
- Publication

ALFRED P. STUDENT
123 Any Street
Any City, Any State 12345
123-456-7890
e-mail: apstudent@anywhere.com

OBJECTIVE *[List your dream school and dream major if money were not an issue]*

To obtain admission to _____ University/College and pursue a major in _____.

PERSONAL SUMMARY *[Honestly evaluate yourself and your talents]*

Hard-working student that is strongest in the subject(s) of _____. Experienced with computer programs including MS Word, PowerPoint, Excel, Access and _____. Knowledgeable about the foreign language of _____ after _____ years of study. Special talents include..._____. Proven leadership skills gained through involvement in church and school activities such as . .._____.

EDUCATION *[List both high school(s) and grade school(s) in chronological order]*

Fox Valley Lutheran High School - Appleton (2000-2004)
Favorite Teacher(s): Mr. _____, Mrs. _____, Ms. _____

Mt. Aetna Lutheran School (1994-2000)
Favorite Teacher(s): Mr. _____, Mrs. _____, Ms. _____

St. Martin's Lutheran School (1991-1994)
Favorite Teacher(s): Mr. _____, Mrs. _____, Ms. _____

JOB EXPERIENCE *[List all jobs in chronological order and list supervisors for reference]*

Hardees (June 2003-present) - Supervisor: Mr./ Mrs./ Ms. _____
Position/Responsibilities: Fry flipper

Scheel's Sporting Goods (August 2002-June 2003) - Supervisor: Mr./ Mrs./ Ms. _____
Position/Responsibilities: Shoelacer

Appleton Post-Crescent (1994-2002) - Supervisor: Mr./ Mrs./ Ms. _____
Position/Responsibilities: Paper delivery person

HONORS & AWARDS *[Please list no more than 10 - use the ones you consider most important]*

- FVL Honor Roll - Highest Honors since 2000
- Varsity letters in golf, hockey, & dance team
- Most valuable player on BB team in Lutheran grade school league
- Chosen by classmates to Homecoming Court 2001
- Varsity letters in golf, hockey, & dance team
- State champion rodeo rider

HOBBIES & ACTIVITIES

- Computer web design - run my own business
- 4-H Club
- City Soccer League - Traveling team
- Model Rocketry
- Horseback riding
- Quiz Wizards
- Choraliers

HOBBIES & ACTIVITIES (continued)

- Drama - performed in *Arsenic & Old Lace* and a lead role in *The Music Man*
- National Honor Society - Vice President
- Varsity softball team - catcher/pitcher

CHURCH AFFILIATION & INVOLVEMENT *[List current church & pastor plus activities you are or have been involved in]*

Mt. Aetna Lutheran Church (1994-2000) - Rev. Ima Pastor

- Youth Group (2000-2003)
- Choir (2002-2003)
- Ushering (2002)
- Sunday School Teacher (2001)

OTHER *[May be omitted - list any special abilities/qualifications here that do not fit other categories]*

- Knowledge of multiple languages
- International Travel
- Mention in the media...
- Publication in ...