

Agenda for the 10th Grade Academic Advisory

Wednesday, December 14TH, 2011

Advisory Topic: High School Resume

Materials:

Resume Information Sheet

Sample Resume

Brainstorming sheet

Begin Activity:

Part I. Why do we need a resume?

Brainstorm with students why they need a resume. Record the list on the board.
(Possible answers: to give to teachers who write our recommendations, colleges may need them, for job interviews etc.)

Part II.

Have the students read through the Resume Information Sheet and the sample in pairs.

Part III.

Have students work on brainstorming activities, awards etc. that they would include in their own high school resume.

Scituate High School Mission

Statement of purpose

Scituate High School strives to provide an environment conducive to the fullest possible development of each student. Our programs endeavor to meet the needs of students with diverse learning styles and a wide range of abilities and goals. The ongoing renewal of those programs is sustained by the belief that enabling students in the present is helping them build lives as contributing adults. Our graduation requirements encourage students to participate in a program where they are exposed to a variety of courses, activities, and instructional approaches.

Student Expectations

In accordance with the Massachusetts Curriculum Frameworks, the members of the faculty of Scituate High School offer to every student the opportunity:

To be an effective reader

To be an effective writer

To be an effective speaker/presenter/performer

To be an effective problem solver

To be an effective information seeker/organizer

To contribute to the community at large

NEASC Standard: Leadership and Organization

Indicator 9: The school shall be a formal, ongoing program through which each student has an adult member of the school community in addition to the school guidance counselor who personalizes each student's educational experience, knows the student well, and assists the student in achieving the school-wide expectations for student learning.

RESUME PREPARATION HINTS

- ✓ The resume is a list of information that can be used by an employer, school counselor, scholarship committee, teacher, and/or college admissions director to assess your background and skills.
- ✓ It can also be enclosed in a college application.
- ✓ It is **concise, organized, and complete**.
- ✓ It should always be typed and limited to one sheet.
- ✓ Check it carefully as it may be the first impression you give.

HERE ARE SOME POSSIBLE CATEGORIES YOU CAN INCLUDE (Please keep it to one page)

Heading (SHOULD APPEAR AT TOP OF PAGE, BE EASY TO READ)

FULL NAME

MAILING ADDRESS

TELEPHONE NUMBER

E-MAIL ADDRESS (Very important to make sure the e-mail account name is business appropriate)

Education Background: List schools attended, starting with the most recent: (Scituate High School) and working back

Educational Program: Identify the range of courses you have taken, indicating level and any special classes such as Advanced Placement/honors course-work, independent study, dual enrollment at local college, etc.

Honors & Awards: Identify honors received (honor roll, National Honor Society, National Merit standing awards, etc.)

Extracurricular Activities: Start with your most recent involvement and work back to freshman year. If you have many activities, don't clutter the resume, just list the main ones. Be sure to indicate leadership roles or honors won in these activities. You may wish to have a separate category for Leadership roles. List the grades in which you participated in each activity.

Community Service: List any volunteer activities not affiliated with the school such as civic groups, church/synagogue affiliations, hospital work, or any volunteer work. List awards or recognition in these activities.

Work Experience: List your most recent job and work back to freshman year. Identify your responsibilities and hours worked per week. Give grades in which you worked. Indicate if it was a summer job. Also list the name of your employer and the location. Do list if you were promoted/took on additional responsibilities.

CHRISTINA DOE (SAMPLE RESUME)

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D.O.B. M/D/Y

Honors and Awards

- National Honor Society – Junior Year
- French National Honor Society – grades 11-12

Leadership Roles

- President of French Club – grades 10-12
- Team Captain, softball – grades 11-12

Extracurricular Activities

- Varsity Softball, grades 10-12
- French Club, grades 9-12
- Reporter for school newspaper, *The Scituation*, grades 9-12
- Students Against Destructive Decisions Member, grades 9-12
- Peer Mediation, grades 9, 10

Community Service

- Social Service – Soup Kitchen, Grades 9, 10
- Habitat for Humanity, 50 hours on home construction crew, grades 9-10
- Appalachia Service Project – five days of home repair, grade 11

Employment

- Scituate Parks & Recreation Department, Lifeguard and swimming instructor, grades 10-11
- Scituate Music Festival, Parking Attendant, Grades 10

NAME _____

RESUME BRAINSTORMING

Make a list under each category to help you start to develop your resume. Use the sample as well as the information sheet to help you out.

Education Background

Educational Program

Honors & Awards

Extracurricular Activities

Community Service

Work Experience