

GUIDELINES FOR WRITING THE RESUME

(This resume must be typed and should fit on ONE page)

1. Be sure you are following the directions on THIS sheet for the formatting for the GP portfolio.
2. Type your resume in Times Roman font – the size should be no less than 10 and no greater than 12.
3. Set tabs to make each column uniform (line up correctly). You may also use the column feature on Word.
4. Your full name should go at the top and be **centered**.
5. Directly under your name you should put your email address and it should be **centered**.
6. CAPITALIZE and **bold** each category.
7. Align each heading to the left.
8. Put the heading, followed by a colon then add the correct information in the next column or columns.
9. All information should begin at the same place on the page.

Your full address (NO ABBREVIATIONS) should go under the centered full name (left aligned)

Give your city, state (can use NC here), and zip directly under full address (this should also be left aligned)

Your telephone number (cell or house) goes under city and zip code (also left aligned)

Under the address/phone number you will begin the categories – the first column is left aligned.

Career Objective: Indicate your expected college area of study or plans after high school. Do not just say your goal is to graduate! We know this already! ☺

Education: Begin with David W. Butler High School and the years you have attended school here. Under the name of the school you will include the full address. In reverse order you will list any other high schools (along with date and address) you have attended.

Honor Courses: List any upper-level (including advanced, AP, honors, etc.) you have taken in high school along with the year you took the course.

Honors and Awards: List all you can think of, but be truthful. Don't make up any! Include church, Community, sports, organizations, jobs, etc. Include only those from high school.

Extracurricular Activities: These should be school-related but not required to have been BHS sponsored, during grades 9-12 only.

Community Service: List service, other volunteer experience, church, scouts, etc. for high school only.

Work Experience: Again, list in reverse order with dates, addresses, and names of supervisors.

References: Give the name of 2 people who could provide a character reference for you or information about your experience. **THESE CAN NOT BE FAMILY MEMBERS!** You should give the names and addresses (along with phone numbers). If you use teachers at Butler use the school address and telephone number. Be sure you verify with these individuals that they are willing to serve as your references.

Please Note: If you don't have any honor courses and/or awards, you may substitute those categories with "Special Interests/Hobbies" or "Technical Skills". Remember the goal is to show your very best. Finally, if you do not have any work experience and/or Community Service then leave the category off your resume. Don't list a category just to leave the next column blank.