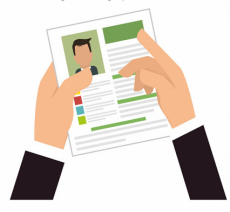




RESUME BUILDING



Creating a resume is a great way to start preparing for a working world. Resumes can be used for job interviews, to secure internships, college applications, and even scholarships! Fill out the brag sheet and then create your own resume! After submitting a picture to a coordinator you will be entered for a virtual raffle!



Contact Information

This section will ensure your potential college, scholarship or employer will know how to contact you. This will include your email and cell phone number!

Career/Job Objective



Having an objective on your resume allows you to summarize your goals, talents and skills. It gives a clear idea of why you are applying to that role and why you would be beneficial to that role!



Education

This section will include: Name of your High School, expected graduation date, GPA (if you have achieved an impressive GPA or completed challenging coursework), and relevant coursework.

Experience



This section will illustrate your work ethic, ability to participate in team activities, leadership qualities and that you are able to balance many things. This section will include: extracurriculars, community service, and employment.



Skills

Highlight responsibilities or transferable skills you can take to this new role to help you stand out. Take time to look at the application and find specific words or requirements that you can align with your skills/talents!

Awards and Honors



Highlight any awards or honors you may have received in high school. This includes awards you may have received with your extracurriculars or academics.

BUILDING YOUR BRAG SHEET

COMMUNITY SERVICE

Activity

Years

Skills

EXTRACURRICULARS

Activity

Years

Skills

EMPLOYMENT

Activity

Years

Skills

AWARDS AND HONORS

AWARDS/HONORS

Years

1

Adriana Villegas Example

4175 Freidrich Ln Austin, TX 78744 - 979-464-9730 - avi@conmimadre.org

2

Having an objective on your resume allows you to summarize your goals, talents and skills. It can give your employers a clear idea of why you are applying to that role and how their decision to accept/hire you could be beneficial.

3

EDUCATION

EXPECTED GRADUATION MAY 2015

HIGH SCHOOL DIPLOMA, Eagle Valley High School

GPA: 3.62

Relevant Coursework: DE English, AP Calculus, AP Spanish, Onramps Statistics

4

EXPERIENCE

August 2011- May 2015

Sergeant at Arms, League of United Latin Americans Citizens

Describe your responsibilities and achievements in terms of impact and results. Use examples.

August 2015-October 2015

JV Runner, Cross Country

Describe your responsibilities and achievements in terms of impact and results. Use examples.

July 2014-August 2015

Team Member, Orange Leaf

Describe your responsibilities and achievements in terms of impact and results. Use examples.

July 2012-August 2015

Volunteer, Reading Buddies

Describe your responsibilities and achievements in terms of impact and results. Use examples.

5

SKILLS

- Microsoft Office: Excel, Word, PowerPoint
- Adobe: Photoshop, InDesign, Illustrator
- Active Listener
- Problem Solver

6

AWARDS AND HONORS

- Honor Roll, Fall/Spring 2015
- Honors Society