

ACTIVITY 1
Sample Resume

RESUME OF SCOTT MILLER

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OBJECTIVE

Outstanding student with experience in print and online journalism seeks opportunity to learn by doing while working with a communications, public relations, or publishing firm through a part-time job or summer internship.

EDUCATION

Completed three years at Smallville High School
Graduation date: May 2018
GPA 3.85/4.00; top 5% of class

EDUCATION

Technical writing; advanced composition; debate; video production; computer classes providing knowledge of word processing, desktop publishing, and Web software.

EXPERIENCE

Newspaper Staff Member, Smallville High School

- **August 2017–present.** Features editor of campus newspaper. Responsible for award-winning design.
- **August 2014–August 2017.** Newspaper staff member. Researched information for news articles using library and Web sources. Composed and edited informational articles, columns, editorials, and advertising copy.

Yearbook Committee Member, Smallville High School

- **August 2017–present.** Editor-in-chief of yearbook staff. Leader of design and publication teams from initial layout through finished product.

- **August 2014–August 2017.** Yearbook staff member. Experience taking photographs, designing layout, and writing captions and sidebars.

HONORS, AWARDS, AND MEMBERSHIPS

U.S. Media Association Scholarship Recipient

Scholarship based on academic achievement, community service, and campus participation and leadership in high school communications projects and studies.

2016 Best Secondary School Newspaper Design Winner

Midwest State Regional Communications Contest, sponsored by the Communication Department, State University.

High School Chapter of Future Communicators of America (FCA)

President, 2016–present; member, 2015–present

National Honor Society

Treasurer, 2016–present; member, 2015–present

ACTIVITY 2 **Personal Survey**

Answer the following questions about yourself. This information will help you write your resume.

What is your name?

What is your address?

What is your phone number?

What is your email address?

Write two sentences describing yourself and the kind of job that interests you.

Where do you go to school? What are you studying or what skills have you gained?

Describe your skills and abilities.

List your extracurricular activities at school, such as clubs and athletics.

List any activities or organizations you participate in outside of school.

List any work or volunteer experience you may have.

List any awards or honors you have received.

ACTIVITY 3 Resume Template

[NAME]
[ADDRESS]
[CITY], [STATE] [ZIP] [PHONE]
[EMAIL]

Objective

[Describe yourself and the type of job you are interested in.]

Education

- List key courses and skills acquired
- List key courses and skills acquired

Skills

- List skills and abilities
- List skills and abilities
- List skills and abilities
- List skills and abilities

Extracurricular Activities

- List extracurricular activities in school
- List extracurricular activities in school
- List extracurricular activities in school

Organizations or Clubs

- List activities or organizations you participate in outside of school
- List activities or organizations you participate in outside of school
- List activities or organizations you participate in outside of school

Work or Volunteer Experience

[Name of Organization] [Dates]

[Job Title]

- [Duties]
- [Duties]
- [Duties]
- [Duties]

[Name of Organization] [Dates]

[Job Title]

- [Duties]
- [Duties]
- [Duties]
- [Duties]

Awards or Honors

- List award or honor
- List award or honor
- List award or honor