

Resume Rules and Guidance

A resume is the best way for you to share information about your experience and highlight what you have accomplished. Please use our resume template before you submit your application. This template will make sure you share the information we need and will set you up for success later on. While different people expect different things on a resume, this is the most common style used by colleges and expected by companies when applying for jobs and internships.

Bullet Statement Rules: For each experience (extracurriculars, community service, work, etc.) write statements that explain what you have done and achieved. Remember, we won't know what you did unless you tell us!

- Each bullet statement should begin with an action verb (Coordinated, Helped, etc.)
- If you are no longer working in a position, use past tense. If you are currently working in a position use present tense
- You do not need to use punctuations such as periods at the end of bullet statements
- EXAMPLES
 - Club President (Present): Organize and lead monthly meetings for 50 members
 - Athletic Team Captain (Present): Help coach communicate practice schedule and goals to team of 22 players
 - Part-Time Job (Past): Worked with 5 team members to greet and serve customers

Document Organization Rules: The way you organize your resume shows your attention to detail. Make sure to take the time to format it well in order to make a good first impression and so that it is easy for the reader to find the information they need.

- Make sure that each experience is in the right section (ex: don't put a paying job in "Community Service")
- Put as many experiences as you would like in each section, but only include experience that you have done for a while or done a substantial project for. For example, don't put volunteering just once or twice at a soup kitchen. However, if you helped over a couple of weeks to help plan a large fundraiser you could include that.
- If you don't have experience in one section, remove the section from your resume completely. You can add back in "Work Experience" or "Awards" down the line
- If you have another section you feel you need to add, please feel free to. However, make sure it is still formatted in the same way.
- All of your dates should be lined up along the far right side of the page. Make sure to include months and years (ex: May 2018-Jan 2020). If you are still in the position, write present (May 2018-present). Make sure to include the full year.

SAMPLE:

French Club, Lake Brantley High School

August 2017-present

President (*May 2019-present*)

- Oversee group of 4 officers to help plan activities and meetings for membership
- Planned French Club fundraiser that raised \$400
- Promote events that share French culture, such as movie nights showing French cinema and French food potlucks

Treasurer (*August 2018-May 2019*)

- Worked with 4 other officers to help run club
- Reviewed finances to make sure there were enough funds to host French Club events