

Resume

Tell colleges and scholarship foundations who you are!

Some colleges and scholarship foundations require that you submit a resume with your application. The purpose of a resume is to introduce yourself to others in a professional way--which schools you attended, any jobs you had, awards received, volunteer experience, activities you participate in outside of school, and anything else you think will get colleges and scholarship foundations to select you.

A typical resume includes:

- Your legal first and last names
- Contact information (address, phone number and email address)
- Educational background
- Work experience
- Volunteer experience
- Clubs and activities, which indicate skill or commitment
- Awards

Resume Tips:

- Voice Mail Messages: If you expect an employer or college to call the phone number you gave them, be sure your voice mail message is reasonably polite. It can make an impression on callers!
- Email Address: Create an email address which does not reflect anything that might give your prospective employer or college the wrong impression. Email addresses that are fun for you to use with your friends might not project the most professional image of yourself!