**Guidelines for Writing the Résumé**

1. Follow this outline for completing your résumé.

2. You **must** type the résumé and attractively format it on the page. Set tabs to make columns uniform. Try to keep all information on one page. Use Times New Roman font, 10-12.

Your full name goes here. (centered)

Your email address goes here. (centered)

Your address goes here. (left aligned)

Give your complete street address. Don’t use abbreviations.

Give your city, state, and zip code. (Use NC for North Carolina.)

Your telephone number goes here. (left aligned)

Capitalize and make bold each heading. Also align each heading to the left.

Put the heading, followed by a colon; tab; information about you.

(All information should begin at the same place on the page. Additionally, you should use only **one** page.)

**Career Objective:** Indicate your expected college area of concentration or plans after high school.

**Education:** Begin with ―David W. Butler High School‖ and the years you have

attended school here (for example, ……..-2008). In reverse order list any other high school (s) you have attended (and dates).

**Honor Courses:** List any upper-level courses you have taken such as AP courses and level 3 or 4 and advanced courses

**Honors and Awards:** List all you can think of, but be truthful. Don’t make up any! Include church, community, organization awards as well as school-related ones.

\*\*If the previous two categories (Honor Courses & Honors and Awards) do not apply to you, you may substitute those categories with “Special Interests,” “Hobbies,” or “Technical Skills.” (Remember, the goal is to show your very best.)

**Extracurricular Activities:** These should be school-related, during grades 9-12 only.

**Community Service:** List service, other volunteer experience, church, scouts, etc. (high school years only)

**Work Experience:** Again, list in reverse order with dates.

**References:** Give names, addresses, and telephone numbers for two people who could provide a character reference for you or information about your work or volunteer experiences. Be sure to verify that these people are willing to serve as your references prior to including them on your resume.

See model resume for an example.