

Activity Resume Guidelines

Hampshire Regional High School

Purpose:

All juniors should create a high school activity resume to enhance their college applications. It provides the reader with a summary of your activities, accomplishments, abilities and skills in a clear, concise format. Most college applications do not provide adequate space for you to list all of the activities you have participated in since 9th grade. The resume gives you the opportunity to list everything you have done since you started high school. This is also a useful tool to assist you in writing a biographical college essay or personal statement, in addition to filling out applications for employment. You may include your activity resume with each of your college applications and it is required that you attach it to every recommendation request that you submit to a teacher. **Please note: Your resume is to be considered a supplement and is not intended to replace any part of the college application.**

Content:

All resumes should include the following information from 9th Grade to the present (high school only): Talk to your parents/guardians/family about all of the things you've done. They can help you brainstorm.

1. Personal information: Name, Address, Phone Number, Fax Number (if available) and E- Mail address.
2. Education
3. Extracurricular Activities: Include in-school and out of school activities
4. Community Service
5. Employment & Summer Experiences
6. Honors/Special Accomplishments

In categories 4 - 5, each listing should include the approximate number of hours involved and the grade you were in (9-12 only) when the activity/experience took place.

Format:

- * Any format can be chosen for your resume as long as it is organized, concise, and legible.
- * Use a computer – spell check is a must!
- * You can be as creative as you wish – color/graphics may be used to make your resume more eye catching as long as it is easy to read.
- * Stick to one page (one side) if at all possible.
- * Prioritize your activities...list them in order of importance (to you) under each category.