

RESUME FORMAT-Resumes are limited to 2 pages and must be in the format below!!

Name

Mailing Address

Personal Email Address (**DO NOT USE A SCHOOL EMAIL ADDRESS**)

Personal Statement/Profile

Tell us why you are attending college; your career goals; how your prior education, work, and/or volunteer experience prepared you for college and/or your chosen career; and why you believe you will be successful in college.

Example

I am attending college so that I can become an elementary teacher. I would also like to get a minor in special education. My career goal is to be a first-grade teacher in a big city like Detroit or Chicago. I attended the Branch Area Career Center my senior year and was in the Education Academy Program. This gave me classroom experience and helped me confirm my decision to be an elementary teacher. I taught lesson plans, helped struggling kids get to the correct reading level for their grade and got to observe a special education environment. This also prepared me for college because I was not with my teacher every day and the assignments were very in depth and complex. I believe I will be successful in college because I have taken two online college courses and the work from my Education Academy class has prepared me for future college assignments. Since Sophomore year I have worked a part time job along with sports and school. This has made it possible for me to balance a busy schedule but still succeed in all parts of my life. I have had a job in food and retail so this has prepared me for other jobs during college and after.

Education

Please list the schools you have attended starting with the most recent. Include certification or degree obtained and dates of attendance, and graduation date or anticipated graduation date.

Example

Pansophia Academy (September 2017 to present) Attending high school and early college at Kellogg Community College. Expected graduation date: June 2021.

Employment

List the last three PAID work experiences you've had, starting with the most recent job, and include position title, responsibilities, years of involvement.

Example

McDonald's (April 2016 - present) Front Counter Representative. Responsible for taking customer orders, making change, preparing orders for drive-thru and dining, tracking waste, reconciling cash drawer at end of shift.

Community Involvement

*List community **volunteer work** (outside of school) you are doing or have done. Be sure to list those that relate to your degree or career goal FIRST. Include position title, responsibilities, years of involvement.*

Example

BC Church (January 2014 - present) Childcare. Take care of children ages 0 – 2 while parents attend church services.

Activities

- ***List up to 5 organizations*** you are a current member of such as ... Student Council, Interact, 4H, etc, and include how long you have been involved and any current titles
- ***If you participate in sports, music, arts, etc.*** list those, how long you have been involved and any pertinent titles (ie. Captain)

Example

1. *Student Council, 2 years, President*
2. *Youth Advisory Council, 3 years, Member*
3. *BC Youth Group, 5 years, Member*
4. *XYZ 4H Club, 1 year, Vice President*
5. *HOSA, 1 year, Treasurer*
 - *AYSO Soccer, 3 years*
 - *Varsity Volleyball, 2 years, Captain*
 - *Piano Lessons, 6 years*

Awards

- *List any honors and awards received Include the year received in the last 5 years. You may include the nature of honor/award (in school or outside school)*
Rising Cardinal Award, Fall of 2015
Honor Roll, 2015-2019
Attendance Award, 2016-2018