

Westford Academy

# Resume Workshop

WA COUNSELING DEPARTMENT

# Covered Today



## MAIN POINTS TO DISCUSS

Purpose of Resume

What to Include in a Resume

Activities Template

Resume Template

Staying Connected

# Purpose



## COLLEGE APPS

It serves as a foundation for the CommonApp activities list



## INTERVIEW

Ready-made talking points for an admissions interview.



## WORK & INTERNSHIPS

Requirement for many internship and jobs on campus



## SCHOLARSHIPS

Resumes are a requirement for many scholarship applications



## LETTERS OF REC

Gives teachers and counselors a framework for their letters of recommendation

# Content

## WHAT DO YOU PUT IN A RESUME?



Extracurricular activities



Community service



Academic Enrichment



Work Experience



Hobbies

Add dates involved and hours worked

# HELPFUL TIPS



Start with an activities brainstorming template.

An activities list could be a great alternative to a resume. It will also be helpful in filling out the Common App.

Ask a parent, guardian or another adult for help.

# ACTIVITIES TEMPLATE

Student Name

DOB

\_\_\_\_\_ High School

Extracurricular Activities	School Years	Hrs.-Per-Wk./ Wks.-Per-Yr.	Positions/Honors
Diversity Club	9,10,11,12	2/40	President 12
Yearbook	12	5/40	Section Editor
Peer Education	11,12	2/20	Selected to mentor 9 <sup>th</sup> and 5 <sup>th</sup> grade students in Braintree schools
Camp Anytown	Summer 2001	1 week full time	Diversity Camp

Honors and Awards	School Years		Honors/Description
Principal's Award	11		Math, English
Principal's Award	10		Math, History, English, Science
High Honors	10, 11		

Community Service	School Years	Hrs.-Per-Wk./ Wks.-Per-Yr.	Description
Sunday School Teacher	12	2/52	Pre-kindergarten class
Serve-a-thon	11,12	9/1 day	Serve the Boston community to beautify schools
City Year for Kids	11,12	35/1	Mentoring program for 2 <sup>nd</sup> grade intercity children
Walk for Hunger	9,10	5/1 day	

Employment	School Years	Hrs.-Per-Wk./ Wks.-Per-Yr.	Positions/Description
Dunkin' Donuts	10	9/12	Cashier
Honeydew Donuts	12	8/12	Cashier
Nanny	Summer 9, 10, 11	25/10	

Sports	School Years	Hrs.-Per-Wk./ Wks.-Per-Yr.	
Varsity Soccer	11,12	5/20	
Varsity Basketball	10,11,12	5/20	

## Enter Your Full Name

123 Street  
City, ST Zip Code  
(555) 555-5555

Email address you check the most

(Delete any sections not applicable to your experience)

### Education

Westford Academy, 2015-present

(List other high schools attended and dates of attendance)

### Honors and Awards

Name of Award, School year or Grade

Name of Award, School year or Grade

### Activities/Athletics

*Name of Sport (Indicate organization if outside school) (Grades played)*

- List Levels Played, Grade
- List Titles for Leadership Position, (i.e. Captain, Co-Captain) Grade

*Dance or Theater Group (Studio Name) ((Grades participated)*

- List roles performed in specific shows, Grade
- List Activity participated in (i.e teaching, fundraising) Grades

*Martial Arts or Other Outside Organization (Grades participated)*

- Description of Activity, (if work with youth, indicate ages)

*School Club Name (Grades participated)*

- Achievement, Grade
- Achievement or Office held, Grades

### Community Service

*Name of Community Group, Grades*

- Any office positions held
- Description of Activity

### Other Educational Experiences

List Job Shadow or other events, Grade

### Jobs/Employment

Name of Company (Date begin-present)

# RESUME TEMPLATE

## First Name Last Name

### Personal Statement

Say something nice about yourself.

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### Personal Details

**Address:** 30 Patten Road, Westford, MA 01810

**Mobile Phone Number:** Not Specified

**Home Phone Number:**

**Email:** samdemagis@gmail.com

**Date of Birth:** January 20, 2005

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### Academic Overview

**Grade Point Average:** Weighted 3.5000

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### Activities & Achievements

#### Work Experience

Swim Instructor

Junior, Senior - 10 hours per week, 52 weeks per year

Offer swimming instruction for infants through age twelve. Provide parents with children progress reports. Create tailored lesson plans for swim instruction. Help swimmers develop proper skills and techniques. Provide students with positive reinforcement.

#### Athletics

Track & Field

Freshman, Sophomore, Junior, Senior - 15 hours per week, 12 weeks per year

# SCOIR RESUME TEMPLATE





Samantha  
DeMagistris

Personal Details

Academic Overview

Personal Bio

Activities & Achievements

College Preferences

Careers

My Drive

## Personal Details

### Samantha DeMagistris

📍 30 Patten Road  
Westford, MA 01810

📱 —

☎️ —

🎂 Jan 20, 2005

**Legal Sex:** Female

**Gender:** Not specified

**Race:** Not specified

**Ethnicity:** Not Specified

**Citizenship:** Not specified

### Parents

+ Invite a Parent

I will be a first-generation college student.

☐ Yes

☐ No

*You are a first-generation student if neither parent or guardian has received a 4-year college degree.*

### Account

✉️ samdemagis@gmail.com  
(Primary)

+ Add Alternate Email

### Application ID

Common App ID: —

⬇️ Download Resume

# JOB SHADOW UPDATES

## EXTENSION

Due to snow days last week, the agreement form will now be due on Friday, March 31 at 2 PM

## MIT HAYSTACK LOTTERY

Applications are still being accepted. Deadline to apply will be next Friday, March 31 at 2 PM

## COLLINS AEROSPACE & IROBOT

PLENTY OF SPOTS OPEN!

# JOB SHADOW

## REMINDERS

- Who you will shadow = Site Mentor
- When filling out agreement form, make sure you have the correct contact information
  - Site mentor will receive a copy of the agreement form
- Drop in hours will continue this Thursday March 23 & next Thursday March 30
  - Visit Mrs. DeMagistris during your scheduled lunch with any questions about job shadow!

# WHAT'S COMING...



## APRIL

College Essay  
workshop

Teacher  
request forms



## APRIL ,cont.

College Essay  
Guy resources  
posted in  
Google  
Classroom



## MAY

College  
Admissions  
Panel

# Stay Connected



MAKE SURE TO CHECK YOUR CLASS OF 2023 SCHOOL COUNSELING GOOGLE CLASSROOM FOR ONGOING INFORMATION ON THE COLLEGE PROCESS.