

## Student Opportunities Resume Suggestions and Tips

Candidates are required to submit a resume to demonstrate their **leadership, service, and interests**.

Please note that resumes should be formatted for clarity and readability. Please list involvement and accomplishments by category as outlined below. You are encouraged to research examples of how to format a professional resume if you are unsure.

### Be sure to include:

1. Your name and high school.
2. A list of significant commitments during your high school years. Please list according to the following categories (as applicable to your experience):
  - a. **Service** (Key Club, Relay for Life, Eagle Scouts, Girl Scouts, community service, etc.)
  - b. **Academic Honors, Societies, and Clubs** (National Honors Society, Beta Club, Mu Alpha Theta, Model UN, debate, yearbook, newspaper, etc.)
  - c. **Selected or appointed merit activities** (Governor's School, Boys' or Girls' State, Mayor's Youth Council, etc.)
  - d. **Career & Technical Organizations** (HOSA, FFA, FBLA, DECA, 4H, etc.)
  - e. **Arts** (band, choir, individual instrumental music, dance, art)
  - f. **Sports** (any sport that represents the school)
  - g. **Job or family responsibilities**
  - h. **Other notable commitments**
3. For each entry in the categories above, please include the following (as applicable):
  - a. The length of your involvement (*for example: August 2021-May 2022; August 2022 – current*)
  - b. Identify any leadership position(s) held (*note - if you've held more than one leadership position in an organization or activity, please share each one*)
  - c. A brief description of your contributions to any projects you have worked on as part of your activities
  - d. A list of awards or recognition received
  - e. A list of any special skills you wish to share (*e.g., artist skills, musical skills, career or technical skills, bilingualism, etc.*)