

## RESUME OR ACTIVITY LOG

A **résumé or activity log** is a good way to introduce yourself. You will usually need one if you are applying for a job, an internship, or scholarship, and one may be needed for a college application. A résumé or activity log summarizes who you are including, but not limited to your experience, what you can do, and your unique skills, talents, and leadership and/or athletic abilities.

### CREATING A RESUME OR ACTIVITY LOG

A good résumé or activity log has four parts:

- ▶ **Contact information.** The top of your résumé or activity log should include your contact information. This information is often centered on the page. You might want to include your name in a larger point size or in bold so that it stands out. Make your résumé or activity log easy to read by using lots of white space and a font or point size that is larger than 11 point. Make sure your font is sans serif for better readability. Your contact information should include:
  - Name
  - Address (optional)
  - Phone number
  - E-mail address
  
- ▶ **Objective.** Why do you want a job? Why do you want to attend a postsecondary institution or be granted a scholarship? Your objective is a short statement, usually just one or two sentences.
  
- ▶ **Skills and Strengths.** In this section list your skills, interests and abilities. Even if you have never held a paid job before, you have skills. What are they? Maybe you have tutored younger students or know how to develop a web site. Maybe you have run for office at school or organized a school event. When you write about your skills and strengths:
  - Use short points rather than complete sentences. (*Example: Organized fundraiser for storm victims*)
  - Use action words. (*Examples: Led, organized, managed, designed, developed*)
  - Use soft skills to describe your strengths (*Examples: Friendly, communication skills, punctual, teamwork building, adaptability, problem solving skills, responsible, reliable*)
  - Use numbers and percentages to quantify your accomplishments. (*Example: Organized fundraiser for earthquake victims that raised \$5,000*)
  - Mention your technical or computer skills. (*Proficient with Microsoft Office and Adobe Flash*)
  
- ▶ **Experience.** In this section, list your paid jobs, volunteer activities, and extracurricular activities, especially if these activities show your leadership, skills and/or dedication. Describe each briefly. You can also list awards or other recognitions you have received.



## MY RESUME OR ACTIVITY LOG

You can use this guide to take notes and track information that can be used for your résumé or activity log.

**Contact Information:** (Make sure your list a number at which you can be reaches and your email is professional.)

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**Objective:** (If you are applying for a job, describe why you want the job, and what you hope to learn. If you are not applying for a job right now, write that you want to put your skills to work in the community. If you are using your activity log for writing a personal statement for a college or scholarship application, more details about your leadership roles, goals, or special circumstances are needed):

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**Skills and Strengths:** (Remember, short points using action words. You should also list any Career and Technical courses, certifications, college credit, and pre-apprenticeship certifications.)

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**Experience:** (Show your positions/titles, main responsibilities or things you did in the position, work or volunteer experience, and list your accomplishments in any school or community based groups you've joined)

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**Activities/Athletics, Leadership Roles, Talents, Awards, Community Service:** (Describe your positions and list your accomplishments in the groups you've joined.)

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