

# San Lorenzo Valley High School - Student Resume Format

*\*Use the below format or one from an ROP course*

Your Name  
Street Address  
City, State, Zip Code  
Phone Number, Email Address

## **EDUCATION :** (List your present school first, full spelling, with dates attended)

- List: High School, Middle School, Elementary School attended (include city and state)
  - Example: *San Lorenzo Valley High School, Felton, CA 2012 – Present*

## **MEMBERSHIP:** (Start with current clubs/ societies and work back in time)

- Remember: Key Club, NHS, Student council, Girl Scouts, 4-H, Community Service organizations etc.
  - Example: *California Scholastic Federation, 2012 – Present*

## **LEADERSHIP:** (As before, start with your most current leadership positions)

- Remember: Event leadership (Prom Co-chair), SLVHS club offices held, community service positions, church group positions
  - Example: *Senior Class Secretary, 2015 - Present*

## **SERVICE:** (Start with current activities)

- Remember: each dated event should specify the number of hours participated
  - Example: *Campus Beautification through Key Club, 1 hour Sept. 21, 2014*

## **AWARDS & ACHIEVEMENTS:** (List all awards - academic, athletic, volunteer, etc.)

- Remember: Honor Roll, GATE and AP participation, State exams and Gov't performance awards, GSE recognition/ honors, attendance, Nat'l Merit etc.
  - Examples:
    - *Department Award for Outstanding Achievement in Mathematic, 2014-2015*
    - *Outstanding Achievement in Biology, 2013*
    - *Varsity Basketball Most Valuable Player, 2014*
    - *Presidential Excellence Award, 2015*

## **WORK EXPERIENCE:** (List jobs by dates with the most current first. Describe the duties performed.)

- Example: *White Raven Café, Felton, CA 2013 – Present*  
*Waiting and bussing tables, customer service, cleaning*  
*Reference: Christine Smith, Manager (831) 555-555*

## **INTERESTES & HOBBIES:** (List any extracurricular activities, interests or hobbies that describe what type of person you are. )

- Examples: *Hiking, Cooking, Fashion Design, Snowboarding, Painting etc.*

## **FUTURE GOALS:** (List career objective, field(S) of interest/ pathway, potential college major or college you'd like to attend or apply to.)

- Example: *I am very interested in the field of nursing and public health. My plan is to attend Cabrillo for two years and then transfer to CSU Humboldt to pursue a degree in Public Health Nursing.*

## **REFERENCES:** (Names of adults who would recommend your talents, verify your character, academic strengths and generally sing your praises.)

- Examples: *Teachers, mentors, pastor/ priest, employers, community members etc.*