



**ALBANY HIGH SCHOOL
WORK BASED LEARNING PROGRAM**

99 Kent Street • Albany, New York 12206 • 518-475-6401 • www.ahscte.com



Student Resume Worksheet

Name: _____ Student ID #: _____

(Please Print)

EXTRACURRICULAR AND PERSONAL ACTIVITIES INFORMATION:

List all extracurricular activities that you have participated in during grades 9-12 in school or the community.

Activity	Grade Level				Positions held, honors won or letters earned
	9	10	11	12	
Example: Student Government	X	X	X	X	10-11 Homeroom Rep, 12 Secretary

VOLUNTEER WORK:

List any volunteer work you have performed through school or in the community.

Organization	Grade Level				Description
	9	10	11	12	
Example: St. Joe's Soup Kitchen			X	X	Served Thanksgiving dinner

WORK EXPERIENCE:

List any jobs (including summer employment) you have held.

Nature of Work	Employer	Dates	# of Hours Per Week
Example: Camp Counselor	N. Albany YMCA	Summer '12	35

Please list any awards or honors you have received in high school.

Example: Honor Roll, grades 10, 11, 12

Please list your hobbies or what you do in your spare time.

Example: rollerblading, snowboarding

Please describe your summer activities since 9th grade.

Example: camping '01-'03, trip to Italy '02

What do you plan to do after high school?

What can you tell me about your CTE program of study (ie. cosmetology, culinary, etc.)? Do you have any specific skills or particular aspects of the career you want to specialize in?

RESUME TIPS AND SUGGESTIONS

1. Final hiring decisions are rarely based solely upon the resume. The resume is your advertisement (just like the Nike swoosh or McDonald's arches) that will get you an interview. The resume should be a concise, factual, and positive listing of your education, employment history, and accomplishments.
2. Make sure your resume is **PERFECT!** It only takes one error in spelling, punctuation, or grammar to cause an employer to stop reading. Ask people to proofread your resume. Go over it with a fine tooth comb.
3. Limit your resume to one page. Only people with a great deal of related experience should have resumes longer than one page.
4. One inch margins around the page and blank lines between sections will make all the information easier to read. Use black ink and 10-point Arial or Times New Roman font size minimum and avoid overuse of italics, bold, and underlining.
5. Since you probably have little work experience, you will want to emphasize your accomplishments in and out of the classroom. Volunteer activities, hobbies, sports, honor roll, and student organizations are things that help define who you are and should be highlighted. List only recent honors and awards unless they are specifically relevant to the position for which you are applying.
6. Present your job objective in a manner that relates both to the company and the job description.
7. **Sell yourself!** Create a good first impression by highlighting skills and abilities appropriate to the position. If you don't sell yourself, your resume will stay in the pile with all of the others. Separate yourself!
8. Tell the truth and nothing but the truth! Employers will pick up on "little" white lies when they interview you.
9. Choose your words carefully. In a resume, you need to sound positive and confident, neither too aggressive nor overly modest. Do not use "I." Each description of your responsibilities should begin with a verb. The following words and phrases are intended as suggestions for thinking about your experience and abilities:
accomplish; achieve; analyze; adapt; balance; collaborate; coordinate; communicate; compile; conduct;
contribute; complete; create; delegate direct; establish; expand; improve; implement; invent; increase;
initiate; instruct; lead; organize; participate; perform; present; propose; reorganize; research; set up;
supervise; support; train; travel; work (effectively, with others)
10. Do not include a photograph of yourself unless you are applying to a modeling agency.
11. Your voice mail message or person answering the phone should sound professional
12. Your Facebook or MySpace site should be a positive ad for yourself as many employers are looking at these sites in order to get a better idea of what type of person the candidate is...additionally, the employer might go so far as to search your friends sites to see what they can find on you...and if you think that the employer is blocked from your site, don't count on it as most will find ways to access it...in other words, make sure what is written on your site is professional, mature and appropriate, including the photos!
13. Your email address should be appropriate. Do not use sexybaby123@yahoo.com. Use jdoe@gmail.com.

123 Street Name
Albany , NY 12345
Phone (518) 123-4567
jdoe@gmail.com

Student Name

Objective To obtain an entry-level position in a challenging work environment in which I can utilize my experience and skills as well as learn new skills

Education 2009-2013 Albany High School Albany, NY
High School Diploma (pending)

Awards Scholar Letter - (Spring-Fall 2009, Spring-Fall 2010, Spring-2011)
Elk's Student of the Month - (Spring 2010)
Perfect Attendance- (2009, 2010)
Brave of the Quarter - (2009, 2010)

Summary of Skills

- Energetic and hardworking
- Physical strength and stamina
- Ability to learn quickly
- Dependable with perfect attendance
- Knowledgeable of Word, Excel, and Windows
- Leader and team oriented

Work experience March 2011 - Present Yogurt WOW! Albany, NY

Store Clerk

- Cleaned and maintained work areas, equipment, and utensils.
- Removed garbage and placed in refuse area
- Stocked serving stations with food and utensils
- Knowledge and practice of kitchen safety & sanitization of tools and food preparation areas
- Worked on the cash register

June 2010 - August 2010 Sunny Days Day Care Albany, NY

Daycare Assistant

- Cleaned and maintained work areas, equipment, and utensils.
- Removed garbage and placed in refuse area
- Served healthy portioned food
- Knowledge and practice of kitchen safety & sanitization of tools and food preparation areas
- Taught preschool level education; colors, numbers, etc.

Volunteer experience August 2009 - July 2010 Second Time Around Albany, NY

Store Clerk

- Cleaned and maintained work areas, equipment, and donations
- Removed garbage and placed in refuse area
- Cash register

References Sandra Yogurt, Wow! Owner (518) 123-2456
Dana Pickles (518) 123-1234
Monica Mays, CTE Instructor (518)123-4567