

# SUE SMITH

[smiths@gmail.com](mailto:smiths@gmail.com)

2222 Mill Plain Rd, Fairfield, CT 06614 / Cell 203-555-1111

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**Profile - High School senior skilled in athletics and working with children in sports-related activities. Dependable and mature; seeking admission to a college where I can study Sports Medicine.**

## Education

**HS Diploma:** Graduation Date - June 2011 from NC High School, Fairfield, CT

**GPA:** 3.6 **SAT:** Critical Reasoning - 620 Math - 540 Writing - 560

**AP Courses Completed:** English, Biology, U.S. History

## Honors and Awards

- High School Honor Roll (2006-Present)
- High School Coaches Association Award (2008)
- Varsity Indoor Track (2008- 2009)
- Varsity Lacrosse (2007-2009)
- All Conference Lacrosse (2008)
- All Conference Academic (all sports 2006-Present)

## Extracurricular Activities

- Varsity Swim Team (2005-2008, Captain 2009); YMCA Swim Team (2005-2007)
- Varsity Indoor Track - Sprinter (2008- Present)
- Lacrosse Varsity (2007-09); Captain (2008-Present)
- Key Club Participant (2007-Present)

## Community Service

- Teacher's Assistant - Physics/Science teacher (2008-2009)
- Relay for Life - Organized events for three years (2007-Present)
- Big Brother/ Big Sister - Coordinated afterschool activities- JR Middle School(2008-Present)
- Brookfield Youth Lacrosse Clinic - trained techniques to 8-10 years of age (2008)

## Employment

- Lifeguard/Instructor- Lake Town Park, Stamford, CT (2007-Present)
- Lifeguard/Swim Instructor, Green View, YMCA, Fairfield, CT (2007-Present)
- Cashier, TJ Maxx, Fairfield, CT (2006-2008)
- Soccer Referee, YMCA, Fairfield CT (2004-2007)

**Additional Training:** Red Cross CPR/AED Certification, Waterfront Lifeguard, Certified Soccer Referee

# Writing a Resume

The most common reasons to write a resume at your age include: obtain a part time job, complete scholarship applications, and/or provide information to people writing you a letter of recommendation.

There is no exact formula in creating your resume, this article gives some general information to help get you started. There are typically 2 main components to a resume: education and training, and work and/or other relevant experiences. It is recommended that you keep your resume to one page in length, use an easy to read font and format it so that your information can be quickly read. If you find that your resume is longer than one page, take off some of the older or less relevant experiences.

First, gather all the information you will need to complete your resume. Make a list of all your extra-curricular activities. Include the years that you were involved, any offices held, awards won, and a brief description of what you specifically did or contributed. Keep a list of any part time jobs and volunteer work, the years that you worked there, and your duties.

Second, find a format that works for you. There are many examples on the internet and templates on Microsoft Word and don't forget to check out the resume feature in NAVIANCE too! Check out this following video "How to Create a Resume in Naviance" <https://www.youtube.com/watch?v=7I5hLQE0-xM> Not all the headings in the examples may pertain to you at this point, so you may need to adjust them. Each area of your resume should have a heading, with the information listed in a bulleted format. The bullets do not need to be complete sentences, concise information is preferred. Within each of the headings, list all information in reverse chronological order (with the most recent first).

- Your complete name, address, phone, and email should be in the main heading of the page.
- Many people list an objective as the first heading. You may develop a resume with the objective of obtaining employment, and another resume with the objective of obtaining a scholarship.
- List education and special trainings first. List the name of your high school and the year that you will graduate. You may want to include your high school GPA, any academic awards, and any special academic programs that you participated in. After you graduate from college, you will probably remove your high school information.
- Since most teenagers' lack work experience, it's ok to list your extra-curricular activities. List them in reverse chronological order. Really try to show how your participation in these activities relates to developing your leadership skills, work ethic, and professionalism. Quality is more important than quantity! As you develop more work experiences, you will remove many of these extra-curricular activities.
- If you have work experience, list the name of the business that you worked for, the years that you worked there, and your specific job duties. If your work experience was on a volunteer basis, be sure to indicate that. Do not write long paragraphs, keep your descriptions concise.
- Many people use a heading for references. Some people actually include the names and contact information for 3 professional references, while others prefer to write "references available upon request".

Your resume is always a work in progress. With each year that you are in school, or each new activity, or work experience, you should update your resume. Updating includes adding in new experiences, removing outdated experiences, improving the format, etc. As an adult in the working world, you will continue to update your resume with professional training, leadership positions, and additional workplace skills.