

WHY AND HOW FOR A HIGH SCHOOL RESUME

NEED TO BEGIN NOW ON YOUR RESUME OR PORTFOLIO



WHY HAVE A RESUME



- **IT SETS YOU APART FROM OTHER STUDENTS**
- **IT SHOWS YOU ARE RESPONSIBLE**
- **IT HIGHLIGHTS YOUR AMBITION**
- **IT IS HELPFUL FOR LETTER OF RECOMMENDATIONS**

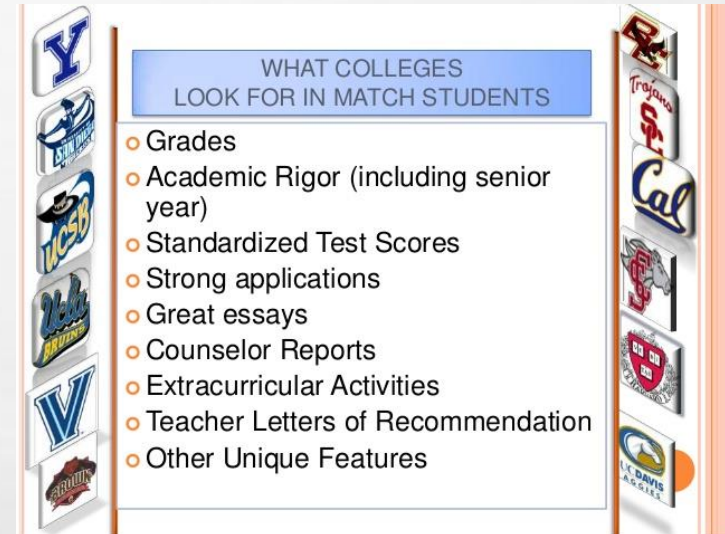
HOW TO BUILD A SCHOOL RESUME



- **OBJECTIVE** – WORD THIS TO FIT YOUR UNIVERSITIES/JOBS NEEDS
- **EXPERIENCE** – HAVE YOU HAD ANY WORK EXPERIENCE
- **SKILLS** – WHAT SKILLS HAVE YOU ACQUIRED IN CLASSES OR A JOB
- **ACTIVITIES** – EXTRACURRICULAR AND VOLUNTEERING ARE A MUST
- **EDUCATION** – LIST YOUR HIGH SCHOOL BUT INCLUDE ACHIEVEMENTS, HONOR CLASSES, HONOR ROLL, ETC.

WHAT COLLEGES LOOK FOR IN AN APPLICANT

- **STRONG SCORES ON YOUR COLLEGE ENTRANCE EXAM – SAT OR ACT**
- **HIGH GRADE POINT AVERAGE**
- **CHALLENGING COLLEGE–PREP COURSES**
- **PERCENTAGE OF CLASS RANK**
- **CLUBS/ACTIVITIES/WORK**
- **LEADERSHIP POSITIONS IN CLUBS**
- **ACTIVE INVOLVEMENT IN COMMUNITY SERVICE – KEY CLUB, NATIONAL HONOR SOCIETY, CHURCH**
- **WELL WRITTEN ESSAYS**
- **RECOMMENDATIONS FROM TEACHERS AND COUNSELORS**



HOW CAN YOU GET INVOLVED IN SCHOOL



- **JOIN A CLUB**
- **BECOME A LEADER IN A CLUB**
- **LOOK TO SEE WHICH CLUBS HELP OR FOCUS ON COMMUNITY SERVICE**
- **CLUBS AT LEGACY** (CLICK TO SEE ALL CLUBS THAT LEGACY HAS TO OFFER)
- **IF YOU WOULD LIKE TO JOIN THEN TALK TO A FRIEND THAT IS IN THE CLUB OR SEE THE SPONSOR.**

WHEN DO YOU BEGIN WRITING OR ADDING TO YOUR RESUME/PORTFOLIO



● NOW

- **IF YOU DO NOT BEGIN NOW THEN YOU WILL FORGET WHAT YOU HAVE ACCOMPLISHED EACH YEAR.**
- **CREATE A DOCUMENT AND ADD TO IT EACH TIME YOU RECEIVE AN AWARD OR ACCOMPLISH A TASK FOR YOUR COLLEGE ENTRANCE OR INFORMATION FOR A JOB MARKET.**