

## RESUME WRITING TIPS

### What is a Resume?

- It's a summary of your personal, educational, leadership and work experiences, accomplishments and skills.
- It's a tool used to secure a job interview.

### How to Write a Resume...

- **Use the attached sample resume as a guide.** Feel free to download this sample from the SIP website: <http://flhs-internship.org> or ask Mrs. Gorman in the College and Career Center and use it as your template.
- *Begin statements with action verbs.* Use short phrases and concrete examples to describe your experiences (e.g., "Supervised camp activities for 30 girls, ages 6-12").
- *Emphasize results.* Describe the activities and responsibilities involved for the position. Show your accomplishments or the strengths and skills you developed within that situation.
- *Use reverse chronological order.* Detail your background starting most recently and work backwards.
- *Keep it short.* Resumes should be logical, organized and **ONE TYPED PAGE**.
- *Proofread carefully.* **ABSOLUTELY NO MISTAKES** (spelling, grammatical, typing).
- *Make it visually appealing.* Be consistent in style, typeface, margins and content.
- *Provide accurate information.* Inflating titles and exaggerating responsibilities is unacceptable.
- *Highlight your accomplishments.* Profile all of your talents, skills and experiences.
- *Use your GPA accordingly.* When you exclude it, the reader will assume that it is low.
- *Talk to your references.* After asking their permission, have the names, daytime addresses and phone numbers of references (teachers, counselors, employers, administrators) typed and readily available on a separate page.
- *Have your resume critiqued.* See Mrs. Gorman in the College & Career Center for a review.

**Employers know that you have limited *work* experience...you need to show them through your skills, leadership roles, activities, abilities and courses that you have *related* experience and *the potential* to be a great employee!**

**\*\*\*You must use this sample format for Your Sr. Internship Resume\*\*\***

**\*\*You may download this from the website and use as a template\*\***

**\*RESUME SHOULD BE ONE PAGE ONLY!\***

**FRED E. FALCON**

785 Unquowa Road  
Fairfield, CT 06824

[ffaclon@gmail.com](mailto:ffaclon@gmail.com)  
203-254-1111

**OBJECTIVE:**

To obtain a senior internship where hard work, common sense and a willingness to succeed will be valued.

**EDUCATION:**

Fairfield Ludlowe High School  
Diploma expected  
GPA – 3.0

Fairfield, CT  
June 2019

Coursework includes: AP Modern European History; Honors Biology and College Prep courses. Spanish (5 yrs.). Early Childhood Education classes. Computer Information Systems. Proficient in MS Office.

**HONORS & ACHIEVEMENTS:**

Honor Roll - 5 semesters

FLHS Coach's Award – Varsity Soccer, 2019; JV Soccer, 2017

Falcon of the Month – Awarded to FLHS students selected by Administration & Staff who best fulfill our mission.

**SUMMARY:**

Hard working, responsible, trustworthy and conscientious. Team player. Able to follow directions well and willing to take initiative. Take pride in a job well done.

**EXPERIENCE:**

Fairfield Ludlowe High School

Fairfield, CT

*Key Club - Volunteer*

2015 – Present

Work on school and community projects and fundraisers for local, national and global programs. Developed excellent communication, time management and organizational skills by working on several projects throughout the year.

*Pre-School Student Teacher*

2018 - Present

Create two lesson plans for pre-school children each semester. Design age-appropriate, multi-disciplinary educational activities for 10 three-year-old children. Assist other student teachers with implementation of their lesson plans throughout the semester.

*Columnist - The Prospect*

2016 – Present

Created new column for sports section focusing on individual athletes and their personal, academic and athletic accomplishments and goals. Interviewed fans, students, coaches and teachers to gain well rounded perspective of the athlete.

*Ludlowe Leader*

2017 - 2018

Gave incoming students and their parents tours of FLHS. Provided support and information to freshmen as they transitioned to high school.

Stop & Shop

Fairfield, CT

*Cashier*

2017 – Present

Work 10 – 15 hours per week during the school year. Developed customer service and time management skills.

Child Care

Fairfield, CT

*Babysitter*

2015 – Present

Supervise and entertain children ages 0-12 for several local families. Red Cross certification.

**ACTIVITIES:** FLHS - Varsity Soccer - 2018, 2017; JV Soccer - 2016; Freshman Soccer – 2015