

RESUME BUILDER

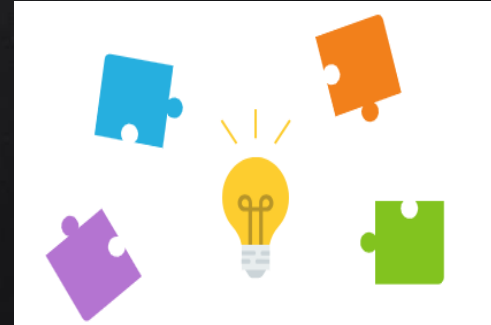


SDOC4
ENROLL • ENLIST • EMPLOY • EXPLORE

The logo is set against a blue circular background. The text 'SDOC4' is in a bold, white, sans-serif font, with the number '4' highlighted in green. Below it, the tagline 'ENROLL • ENLIST • EMPLOY • EXPLORE' is written in a smaller, white, sans-serif font.

THE FOUR E'S

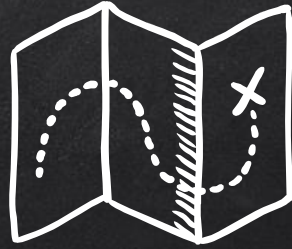
- x You are expected to graduate with a confirmed plan and knowledge of financial aid resources
- x Your plan needs to relates to a “4E pathway”
- x You'll work closely with your College & Career Counselor and Valencia Transition Coach to help you achieve your goals



THE FOUR E'S

- x **ENROLL:** college, university, technical school, trade school
- x **ENLIST:** military enlistment or military reserves
- x **EMPLOY:** pursuing a full-time job or internship
- x **EXPLORE:** study abroad, Peace Corp, full-time mission/volunteer service work





PLANNING FOR EACH

PATHWAY:

12TH GRADE

THE FOUR E'S

- x Report all of the following materials to your College & Career Counselor via email or by stopping by in person:
 - College & program acceptances
 - Scholarship offers & financial aid award statements
 - Job offers
 - Enlistment
 - FAFSA completion

THE FOUR E'S

- x Starting in October, there will be FAFSA help on campus to help you complete all parts of the FAFSA
 - o Be sure to see your College & Career Counselor to schedule an appointment
 - o Learn more about the FAFSA and FFAA [here!](#)
 - o Learn more about finding scholarships [here!](#)
- x If you're college bound and haven't started your college applications – you're already behind!
- x Check out the next few slides to access resources unique to YOUR SDOC4E pathway!

THE FOUR E'S

REGARDLESS OF YOUR SDOC4E PATHWAY, HERE IS WHAT YOU SHOULD BE DOING THROUGHOUT YOUR SENIOR YEAR...

FIND THIS GUIDE...

- X ON THE SDOC COLLEGE & CAREER WEBSITE
- X BY ASKING YOUR SCHOOL COUNSELOR OR COLLEGE & CAREER COUNSELOR FOR A COPY
- X BY FOLLOWING YOUR DISTRICT COLLEGE & CAREER COORDINATOR ON INSTAGRAM – @MRS.MALFARA

12th Grade Fall Semester Planning

Throughout the year, send your College & Career Counselor proof of every scholarship offer, acceptance, full-time job offer, military enlistment, and FAFSA completion!

August – October

- Complete the Beginning of Year Senior Survey (*mandatory for all seniors*)
- Continue to check your school and/or grade level's Remind or Canvas and your school email, listen to announcements, etc.
- Continue to explore service opportunities on Xello. Track and keep copies of your volunteer service hours and paid work hours using district forms.
- Share your goals with your School Counselor during scheduling. Enroll in challenging courses aligning with your chosen SDOC4E pathway and be sure you are on track to graduate AND qualify for Bright Futures.
- If you haven't already, create a professional, personal email to use for just Common App, FAFSA, college applications, employment applications, your College Board and ACT accounts, FFAA, and other career-related tasks. *This will limit the amount of Spam and junk mail in your inbox to help you keep up with important communication!*
- Be sure you know how to write a professional email.
- Learn how to scan an item as a PDF on your phone, save it, and email it as an attachment
- Check with your College & Career Counselor to see if you are eligible for ACT, SAT, and college application fee waivers.
- Purchase your cap and gown.
- Be sure you know the timeline for the path you want to pursue after high school
 - Planning to **Enroll**? Check out the SDOC 4-Year and 2-Year college application checklists to be sure you're not missing important deadlines!
 - Planning to pursue an **Enlist**, **Employ**, or **Explore** pathway? Be sure to check out the senior checklists to make sure you're on track to accomplish your goals!
- Create your FSA ID & complete the **Free Application for Federal Student Aid (FAFSA)** (opens October 1st).
- Create your Florida Financial Aid Application (**FFAA**) account (opens October 1st).

November – December

- Request a copy of your transcript & apply for the Education Foundation scholarship.
- Retake the ACT and SAT if you are not happy with your scores.

#SDOC4E

SDOC4E
ENROLL • ENLIST • EMPLOY • EXPLORE

Future
Ready!

12th Grade Spring Semester Planning

Throughout the year, send your College & Career Counselor proof of every scholarship offer, acceptance, full-time job offer, military enlistment, and FAFSA completion!

January – March

- Continue to check your school and/or grade level's Remind or Canvas and your school email, listen to announcements, etc.
- Update your resume & review it with your College & Career Counselor.
- Create a LinkedIn profile. Review it with your College & Career Counselor.
- Clean up your social media accounts. (*Private does not mean no one will see it!*)
- Continue to check your professional and school emails regularly.

March - May

- Complete the End of Year Senior Survey (*mandatory for all seniors*).
 - Your final transcript will automatically be sent to any school you put as your final plan as long as your College and Career Counselor has proof of acceptance!
 - Final transcripts are sent in June.
- Your SDOC email & OneDrive will be gone after graduation.
 - Copy anything you have saved in OneDrive to a personal account or device.
 - Change any accounts using your school email to a personal email.
- Participate in graduation rehearsal.
- Enjoy graduation!

#SDOC4E

SDOC4E
ENROLL • ENLIST • EMPLOY • EXPLORE

Future
Ready!

ENLIST

HERE'S WHAT YOU SHOULD BE DOING AS
YOU WORK TOWARD ENLISTMENT.

FIND THIS GUIDE...

- X ON THE ENLIST TAB OF THE SDOC COLLEGE & CAREER WEBSITE
- X BY ASKING YOUR SCHOOL COUNSELOR OR COLLEGE & CAREER COUNSELOR FOR A COPY
- X BY FOLLOWING YOUR DISTRICT COLLEGE & CAREER COORDINATOR ON INSTAGRAM – @MRS.MALFARA



12th Grade Planning ENLIST



- ☐ Meet with recruiters from each military branch to explore all options. *Your College & Career Counselor can connect you!*
- ☐ Create your FSA ID & complete the Free Application for Federal Student Aid (FAFSA) AND Florida Financial Aid Application (FFAA) account (opens October 1st).
- ☐ Verify that the branch you are most interested in has the career path you want to pursue.
- ☐ Verify the ASVAB score you need to enter the job you are most interested in & study! *Your high school will have opportunities to test during the school day.*
- ☐ Participate in an ASVAB Score Interpretation session to learn more about the ASVAB and additional career planning resources.
- ☐ Be sure you will clear medical guidelines for enlistment and prepare for your combat fitness test!
- ☐ Have a back-up plan - apply to colleges, jobs, and trade schools. *What will you do if your plan does not work out?*
- ☐ Work with your School Counselor to ensure you are on track to graduate. Report your enlistment to your College & Career Counselor.

#SDOC4E

SDOC4E
ENROLL • ENLIST • EMPLOY • EXPLORE

Future
Ready!

EMPLOY

*HERE'S WHAT YOU SHOULD BE DOING AS
YOU WORK TOWARD FULL-TIME
EMPLOYMENT.*

FIND THIS GUIDE...

- X ON THE EMPLOY TAB OF THE SDOC COLLEGE & CAREER WEBSITE
- X BY ASKING YOUR SCHOOL COUNSELOR OR COLLEGE & CAREER COUNSELOR FOR A COPY
- X BY FOLLOWING YOUR DISTRICT COLLEGE & CAREER COORDINATOR ON INSTAGRAM – @MRS.MALFARA



12th Grade Planning EMPLOY



- ☐ Make sure you have a professional email and voicemail to use in your job search that you check regularly.
- ☐ Explore career pathways and options through CareerSource.
- ☐ Explore benefits and best practices for networking sites like LinkedIn.
- ☐ Research potential career paths and job opportunities. *Explore the careers your CTE classes and certifications can lead to.*
- ☐ Identify a person in the career field you are interested in and discuss aspects of their job.
- ☐ Meet with your College & Career Counselor - review your resume, ask for a mock interview, and discuss application strategy for your chosen field.
- ☐ Sign up with your College & Career Counselor to attend the Spring Career Fair at Osceola Technical College (oTECH).
- ☐ Work with your School Counselor to ensure you are on track to graduate. Report all full-time job offers to your College & Career Counselor.

#SDOC4E

SDOC4E
ENROLL • ENLIST • EMPLOY • EXPLORE

Future
Ready!

EXPLORE

*HERE'S WHAT YOU SHOULD BE DOING AS
YOU WORK TOWARD A PLAN RELATED TO
EXPLORATION.*

FIND THIS GUIDE...

- X ON THE EXPLORE TAB OF THE SDOC COLLEGE & CAREER WEBSITE
- X BY ASKING YOUR SCHOOL COUNSELOR OR COLLEGE & CAREER COUNSELOR FOR A COPY
- X BY FOLLOWING YOUR DISTRICT COLLEGE & CAREER COORDINATOR ON INSTAGRAM – @MRS.MALFARA



- ☐ Meet with your College & Career Counselor to explore internship, job shadowing, service, and apprenticeship opportunities.
- ☐ Identify programs that resonate with you and follow the steps for your application. Apply to scholarships to help fund your time in your program.
- ☐ Take the ASVAB & participate in a Score Interpretation session to learn more about the ASVAB and additional career planning resources.
- ☐ Have a back-up plan - apply to colleges, jobs, and trade schools. *What will you do if your plan does not work out?*
- ☐ Explore career pathways and options through CareerSource & Explore Internet certification courses (Microsoft, Google, etc.).
- ☐ Sign up with your College & Career Counselor to attend the Spring Career Fair at Osceola Technical College (oTECH).
- ☐ Create your FSA ID & complete the Free Application for Federal Student Aid (FAFSA) **AND** Florida Financial Aid Application (FFAA) account (opens October 1st).
- ☐ Work with your School Counselor to ensure you are on track to graduate. Report your program acceptance to your College & Career Counselor.

#SDOC4E

SDOC4E
ENROLL • ENLIST • EMPLOY • EXPLORE

Future
Ready!

ENROLL (2-YEAR/TRADE)

*HERE'S WHAT YOU SHOULD BE DOING AS YOU WORK TOWARD ENROLLMENT IN
A 2-YEAR OR TRADE COLLEGE.*

FIND THIS GUIDE...

- X ON THE [ENROLL TAB OF THE SDOC COLLEGE & CAREER WEBSITE](#)
- X BY ASKING YOUR SCHOOL COUNSELOR OR COLLEGE & CAREER COUNSELOR FOR A COPY
- X BY FOLLOWING YOUR DISTRICT COLLEGE & CAREER COORDINATOR ON INSTAGRAM – @MRS.MALFARA



2-Year & Trade College Enrollment Checklist

Throughout the year, send your College & Career Counselor proof of every scholarship offer, acceptance, full-time job offer, military enlistment, and FAFSA completion!

AUGUST & SEPTEMBER

- Continue to check your school and/or grade level's Remind or Canvas and your school email, listen to announcements, etc.
- Complete your Beginning of Year Senior Survey.
- If you haven't, make sure your full legal name (the one on your birth certificate) is the one you see in Focus. (You will use this for scholarship, financial aid, and college applications.)
- Update your resume.
- Create a professional, personal email that you will check regularly. Use that email address for your applications, FAFSA, FFAA, scholarships, and College Board and ACT accounts so all of your college information comes to one place. *Colleges will rely on email and application portals to communicate with you.*
- Narrow down the list of schools you want to apply to. Explore...
 - Requirements for admission into the program you are interested in.
 - Prerequisite courses required, if any.
 - How long a program will take you to complete (prerequisites and program requirements).
 - Identify job placement support for after you finish your AA, AS, or technical certificate at the schools that interest you
- Meet with your School Counselor to ensure you're on track for graduation and enrolled in classes that will academically prepare you for higher education.

OCTOBER

- Apply to the schools and programs on your list
 - Applying to Valencia College? *Be sure to do that with your school's Valencia Transition Coach!*
- Create your FSA ID & complete the **Free Application for Federal Student Aid (FAFSA)** (opens October 1st). *Send your confirmation page to your College & Career Counselor.*
- Create your **Florida Financial Aid Application (FFAA)** (opens October 1st).

NOVEMBER

- Request your transcripts from your College & Career Counselor and apply for the Educational Foundation Scholarship – this is a scholarship application for Osceola County residents that automatically applies you for hundreds of local scholarships

DECEMBER - FEBRUARY

- Check the financial aid websites for the schools you applied to. Many will have additional scholarships you can apply for!

MARCH & APRIL

- Make sure your residency has been approved for in-state schools
- Sign up for orientation if your school offers one. Pay close attention, even if it's online!
- Make sure you complete any placements tests required by your school (PERT)
- Schedule an appointment with an Academic Advisor at your future school to choose your classes
- Complete your End of Year Senior Survey. *Your final transcript will be sent to the school you put on your Senior Survey, as long as your College & Career Counselor has proof of admission.*
 - Final transcripts are sent in June.

MAY

- Write thank you notes to teachers, counselors, or family members who were particularly helpful to you in your application journey
- ENJOY GRADUATION AND CELEBRATE YOUR ACCOMPLISHMENT!
-

Valencia College Enrollment Steps:

- Meet with the Valencia Transition Coach to identify special programs you may be eligible for.
- Decide whether you're interested in an AA, AS, or AST pathway.
- Apply online with your Valencia Transition Coach at <https://valenciacollege.edu/>
 - Set up your Multifactor Authentication & create your Atlas account.
 - Submit your residency documents.
 - Register for New Student Orientation and complete both parts.
 - Part 1 is online.
 - Part 2 is meeting with an Academic Advisor to build your class schedule.
 - Check your Atlas email regularly! This is how Valencia College will communicate with you.

Osceola Technical College Enrollment Steps:

- Apply with your College & Career Counselor at line at <https://www.osceolaschools.net/otech>
- Schedule an appointment to meet with your oTECH Program Advisor.
- Submit residency documents, complete FAFSA, and meet with Financial Aid to secure a spot in your intended program. Programs can fill quickly, so start early!

#SDOC4E

SDOC4E
ENROLL • ENLIST • EMPLOY • EXPLORE

Future
Ready!

ENROLL (4-YEAR/TRADE)

*HERE'S WHAT YOU SHOULD BE DOING AS YOU WORK TOWARD ENROLLMENT IN A
4-YEAR COLLEGE.*

FIND THIS GUIDE...

- X ON THE [ENROLL SDOC COLLEGE & CAREER WEBSITE](#)
- X BY ASKING YOUR SCHOOL COUNSELOR OR COLLEGE & CAREER COUNSELOR FOR A COPY
- X BY FOLLOWING YOUR DISTRICT COLLEGE & CAREER COORDINATOR ON INSTAGRAM – @MRS.MALFARA



4-Year College Enrollment Checklist

Throughout the year, send your College & Career Counselor proof of every scholarship offer, acceptance, full-time job offer, military enlistment, and FAFSA completion!

SUMMER

- Update your resume.
- Create a professional, personal email that you will check regularly. Use that email address for Common App, FAFSA, college applications, College Board, and ACT so all of your college information comes to one place. *Colleges will rely on email and application portals to communicate with you.*
- Make sure you can access your College Board and ACT accounts. *It is imperative that you do not have duplicate accounts.*
 - Be sure you can see your scores from your spring test dates.
- Begin your personal statement (*Remember, it will take you at least 5 drafts to get it just right!*)
- Narrow down the list of schools you want to apply to – *you ideally want at least 2 reach, 2 match, and 2 safety schools*
- Decide what type of admission you will apply to for each.
- Create a list of required application materials and application deadlines for each school on your list. *Pay close attention to financial aid priority deadlines for applications. NOT the application deadlines. They will be as early as November 1st!*
- If you plan to apply for schools requiring or suggesting letters of recommendation, think about who will write your letter. *You should have at least one letter from a core academic teacher.*
- Study for the SAT/ACT/CLT if you plan to (re)test. *Your deadline to test for college admission is December and June for Bright Futures.*

AUGUST & SEPTEMBER

- Continue to check your school and/or grade level's Remind or Canvas and your school email, listen to announcements, etc.
- If you haven't already, make sure your full legal name (the one on your birth certificate) is the one you see in Focus. (You will use this for scholarship, financial aid, and college applications.)
- Complete your Beginning of Year Senior Survey.
- Be sure you've maintained a full, rigorous class schedule, even as a senior.
- Keep those grades up. *Competitive schools can revoke your admission if your grades drop substantially your senior year, if you suddenly start taking less rigorous classes, or if you suddenly drop to a half-day schedule, depending on your unique circumstances.*

ENROLL (4-YEAR COLLEGE)

AUGUST & SEPTEMBER CONT'D

- Be sure you're involved in your community, on campus, and/or working part-time – but do NOT overcommit yourself. *Remember, quality over quantity.*
- Revise and finalize your personal statement/admission essays.
- Work on college applications – *be sure to send all SAT/ACT scores from your College Board and ACT accounts.*
- Check with your College & Career Counselor to see if you are eligible for Application Fee Waivers and ACT/SAT fee waivers. Students can access CLT waivers on the CLT website.
- Ask your College & Career Counselor or School Counselor for a copy of your transcript to compete the SSAR and/or SPARK.

OCTOBER

- Create your FSA ID & complete the Free Application for Federal Student Aid (FAFSA) (opens October 1st). *Send your confirmation page to your College & Career Counselor.*
 - See your College & Career Counselor to schedule an appointment to complete FAFSA and to get a list of materials needed.
- Create your Florida Financial Aid Application (FFAA) (opens October 1st).
- Follow up with your applications for each school and be sure they have all required materials (including all SAT/ACT scores) - some schools will require additional materials, like quarter 1 grades or midterm grades, before they make an official admission decision.
- Start applying to at least 2 scholarship per month (Your College & Career Counselor will have scholarship resources. You can also find scholarships on Xello!)

NOVEMBER

- Check your Common Application account and college application portals to make sure your schools have all required materials for your application.
- Apply to at least 2 scholarships.
- Request your transcripts from your College & Career Counselor and apply for the Educational Foundation Scholarship – this is a scholarship application for Osceola County residents that automatically applies you for hundreds of local scholarships.

DECEMBER

- Apply to at least 2 scholarships.
- Confirm that schools you have not heard back from have all required application materials.
- Check the financial aid websites for the schools you applied to. Many will have additional scholarships you can apply to!

JANUARY

- Apply to at least 2 scholarships.
- Apply for housing as soon as you decide on which school you intend to enroll in.

FEBRUARY

- Apply to at least 2 scholarships.
- Take a final tour of schools you were admitted to if you are still undecided.
- Contact financial aid offices as you get acceptances to explore your financial aid package AND to make sure your schools have everything they need on file to offer you a financial aid package.
- Study for and plan to take any AP exams.

MARCH & APRIL

- Apply for housing if you haven't already. If you wait too long, housing will be full!
- Pay your admission fee/enrollment deposit for the school you choose.
- Make sure your residency has been approved for in-state colleges.
- Notify schools you've been accepted to that you do not plan to attend.
- Sign up for freshman orientation.
- Make sure you complete any placements tests required by your school before attending orientation (*science and math are the most common*).
- Complete your End of Year Senior Survey. Your final transcript will be sent to the school you put on your Senior Survey, as long as your College & Career Counselor has proof of admission.
 - Final transcripts are sent in June.

MAY

- Apply to at least 2 scholarships.
- Write thank you notes to teachers, counselors, or family members who were particularly helpful to you in your application journey.
- Check with health services at your college to see if there are any health requirements needed to attend school (*vaccinations, a physical, etc.*).
- If you were a dual enrollment student, be sure you've sent a transcript from the college you took classes at to the college you will enroll in.
- ENJOY GRADUATION AND CELEBRATE YOUR ACCOMPLISHMENT!

#SDOC4E

SDOC4E
ENROLL • ENLIST • EMPLOY • EXPLORE

Future Ready!

Hey Danielle!

Applying to college using Common App? While not required, this lesson will help you understanding how to link your accounts to manage your applications!

0%

All lessons

TX

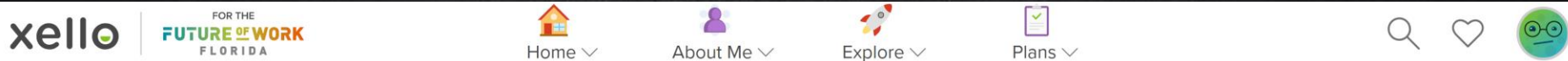
The Common Application and Xello[Get started](#)**About Me**[Matchmaker](#)[Personality Style](#) [Mission complete](#) [Learning Style](#)[Skills Lab](#)**Explore Options**[Careers](#)[Schools](#)[Majors](#)[Opportunities](#)[Saved options](#)**Goals & Plans**[My goals and plans](#)[Course Planner](#)[College Planning](#)

Portfolios New

Showcase your skills, creativity, and learning with portfolios



YOU CAN FIND LOCAL VOLUNTEER OPPORTUNITIES AND MORE RIGHT ON YOUR XELLO DASHBOARD!



Hey Danielle!

0%

All lessons

Grade 9

MC

My Saved Careers

Get started

about me

Explore options

Goals & Plans

Careers

Schools

Majors

Opportunities

Saved options

My goals and plans

Course Planner

College Planning

RESUME 101

- X There are many ways to write a good resume! However, there are many EASILY made mistakes that lead to a poorly constructed resume.
- X Resumes are living, breathing, growing documents of your professional work and education experience. Your resume will grow and evolve with time!
- X Resumes include:
 - Your education
 - Your leadership and service (sports, volunteer work)
 - Paid experiences (work you've been paid for)
- X In general, you tailor your resume to the job you are applying for
 - This helps you highlight the most applicable responsibilities you've had

TIPS TO ROCK YOUR RESUME

- x Keep your experiences organized and your formatting consistent
 - o Order: Most recent to oldest
- x USE. PROPER. GRAMMAR.
 - o Even if your computer auto-fills your information incorrectly.
 - o *Capitalize names, companies, months of the year, your address, etc.*
- x Always save as a PDF to submit to potential employers via email and online.

SAMPLE SENIOR RESUME

x What do you notice about this resume..

- Grammar?
- Organization?
- Descriptions under each experience?

EDUCATION & AWARDS

High School Diploma
Poinciana High School
A/B Honor Roll
Varsity Soccer Player

Graduating May 2022
Kissimmee, FL
Weighted GPA: 3.4
2021-2022

WORK EXPERIENCE

Construction Laborer
Tito's Home Remodeling & Repairs

May 2021-August 2021
Kissimmee, FL

- Assisted in daily labor tasks related to construction site, including floorwork, carpentry, & window installation
- Facilitated conversations around quotes & designs with clients to ensure client satisfaction

Sneaker Reseller
Self-Employed

May 2020-May 2021
Kissimmee, FL

- Purchased, restored, & sold high-end sneakers, including Jordans & Nike
- Built & maintained positive relationships with clients to build clientele of repeat customers

Digital Content Creator
Lizmarie Ministries

June 2019-June 2020
Anasco, Puerto Rico

- Created weekly content for social media platforms to communicate gospel message
- Developed & maintained professional relationship & communication with social media followers
- Contributed to website management by uploading weekly sermons

LEADERSHIP & SERVICE

SGA Senior Class Representative
Poinciana High School

August 2021-Present
Kissimmee, FL

- Contribute to ongoing, student-led projects to help improve sense of belonging among students & improve campus culture
- Fundraise for events supporting school culture
- Help oversee dissemination of funds in SGA budget
- Survey students to assess student body concerns & needs
- Attend weekly meetings to assist in planning & facilitation of student events

Student Intern
Poinciana High School

August 2019-Present
Kissimmee, FL

- Handled confidential records & notices responsibly while filing to maintain confidentiality
- Created reports for Principal's Secretary
- Conducted new student & family tours
- Entered student attendance data into school system
- Oversaw book return & check out in media center
- Organize library materials to ensure books were in appropriate place
- Cleaned & organized library common areas



YOU CAN FIND MORE RESOURCES ON BUILDING A
RESUME, INTERVIEWING, EMAILING, AND MORE ON
THE SDOC DISTRICT WEBSITE!



GO TO CLASSLINK
Find and open Xello

Hey Danielle!



Click *About Me*.

0%

All lessons

Grade

12

TX

The Common Application and Xello

[Get started](#)

About Me

[Matchmaker](#)[Personality Style](#)[Mission complete](#)[Learning Style](#)[Skills Lab](#)

Explore Options

[Careers](#)[Schools](#)[Majors](#)[Opportunities](#)[Saved options](#)

Goals & Plans

[My goals and plans](#)[Course Planner](#)[College Planning](#)

Portfolios New

Showcase your skills, creativity, and learning with portfolios





Start the quiz!

Start the quiz!

Get started

AFTER HIGH SCHOOL...

How far do you want to go?



Set goal

FAVORITE CLUSTERS

Which career clusters interest you?



Set favorites

RESUME

Get ready to impress potential employers.



Update

Scroll down until you see *Resume* in the bottom, right corner. Click *Update*!

ANSWER THE QUESTION!



Ready to build? First, put your resume knowledge to the test!

Select the 3 correct statements about resumes:

A resume is a summary of your skills, education, and experience

XELLO WILL WALK YOU THROUGH THE REST!

RESUME BUILDER

Done



About Resumes



What's a resume?

A resume is a brief summary of a person's skills, education, and experience.



What's a resume used for?

Use your resume to apply for jobs, internships, co-ops, and other opportunities.



What if I don't have any experience?

That's okay! You have a lot to offer. Highlight your skills and achievements instead.



What else should I consider?

Watch out for typos! Proofread your resume, and have someone else look at it.



One last thing:

This is your chance to impress a potential employer. Show them why you're a great fit!

Layout



Download Resume

DON'T THINK YOU HAVE RESUME-WORTHY EXPERIENCE?

- X You ALL have high school education
- X Sports COUNT
- X Club memberships COUNT
- X Baby-sitting and at home responsibilities (caring for siblings, etc) COUNT

The resume outline is in **black**. A sample entry for each section is in **blue**. Notes on how to fill out each section are in **red**.

FIRST AND LAST NAME

Phone Number

Email (make sure it's a professional email that you actually check)

Address Line 1

Address Line 2

GEORGE JONES

555-555-5555

George.jones@fakeemail.com

16 Poinciana Dr
Kissimmee, FL 34154

Education

Name of school

Academic honors, certifications, and/or awards go here

City, State

Weighted GPA:

This is a great section to...

- List any academic awards you've earned from school or outside organizations (like College Board)
- List any school-based academic programs you are currently a part of (like AVID)
- List any industry certifications you've earned in construction, automotive, digital design classes, etc)

Education

High School Diploma, Weighted GPA: 4.3
Poinciana High School

Graduation: May 2025
Kissimmee, FL

Honors, Recognition, & Awards:

AVID student, A/B Honor Roll, National Honor Society Inductee

Certifications:

Adobe Photoshop Certification, Microsoft Office Certification

Leadership & Service

Name of your role

Name of organization

years in position

City, State

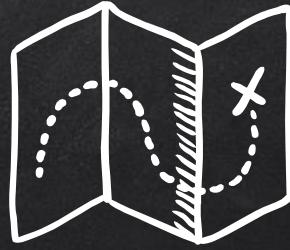
- Action verb + what you did + results
- The action verb is PRESENT TENSE if you are still doing the job
- The action verb is PAST TENSE if you are no longer doing the job

This section includes ANYTHING you do on a regular basis that is **unpaid** –

- ROTC
- Student intern
- Clubs
- Athletics
- Church involvement (if you do more than simply attend a church service weekly)
- Recurring community service involvement (like if you volunteer at the library, in Teen Court, or Give Kids the World)
- If you have an active role in caring for a sibling/family member – that fits here, too!

RESOURCES & RESUME BUILDING

- x If you already have a resume started, use the resources we have reviewed to help you polish and update your existing resume
- x If you do not like your current resume, or do not have one at all, follow the Xello model to help create a formatted, organized resume!



YOUR TURN TO BUILD YOUR RESUME



ADD CONTACT
DETAILS


SELECT ADD CONTACT DETAILS

RESUME BUILDER

Done


Layout

Tips and Samples




Anthony Cook

Let employers know where to reach you.



Add Contact Details




SELECT UPDATE RESUME WHEN YOU ARE DONE

[Back](#)

RESUME BUILDER

[Done](#)

 [Tips and Samples](#)

First Name

Anthony

Last Name

Cook

Phone

4078704600

Email

Anthony.Cook@osceolaschools.net

Address (optional)

817 Bill Beck Blvd

City or Town

Kissimmee



State

FL

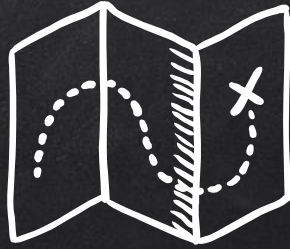
▼

Zip Code (optional)

34744



Update Resume



YOUR TURN TO BUILD YOUR RESUME



ADD
EDUCATION

SELECT ADD HIGH SCHOOL DETAILS

RESUME BUILDER

Done

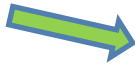


Tips and Samples



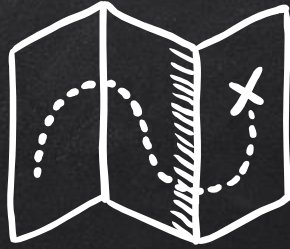
Education

Tell employers about your school achievements.



Add





YOUR TURN TO BUILD YOUR RESUME



ADD SKILLS

**SELECT ADD SKILLS – ONLY ADD SKILLS YOU CAN
PROVIDE EXAMPLES OF USING IN AN INTERVIEW!**



Skills

Tell employers what you're good at.



Add





YOUR TURN TO BUILD YOUR RESUME



ADD AWARDS
& ACHIEVEMENTS

SELECT ADD AWARDS & ACHIEVEMENTS



Awards and Achievements

Tell employers what you've achieved at or outside of school.



Add





YOUR TURN TO BUILD YOUR RESUME



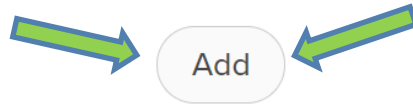
ADD ACTIVITIES
& INTERESTS

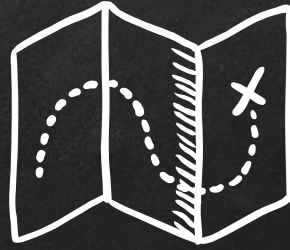
SELECT ADD ACTIVITIES & INTERESTS



Activities and Interests

Give employers a glimpse into your interests and extracurricular activities.





YOUR TURN TO BUILD YOUR RESUME



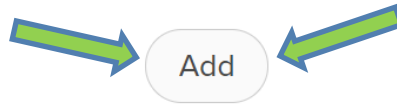
ADD VOLUNTEER
EXPERIENCE

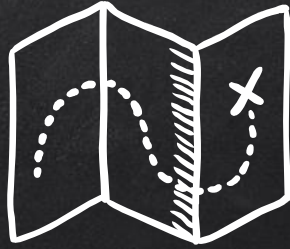
SELECT ADD VOLUNTEER EXPERIENCE



Volunteer Experience

Tell employers about your volunteer experiences.





YOUR TURN TO BUILD YOUR RESUME



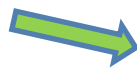
ADD WORK
EXPERIENCE

SELECT ADD WORK EXPERIENCE



Work Experience

Tell employers about your formal and informal work experiences.



Add





YOUR TURN TO BUILD YOUR RESUME



DOWNLOAD
RESUME

SELECT DOWNLOAD RESUME



Awards and Achievements

Edit

- **A/B Honor Roll**, October 2020



Activities and Interests

Edit

- Mixed Martial Arts

Download Resume



MAKE SURE TO SAVE YOUR
RESUME IN YOUR ONE DRIVE SO
YOU CAN ACCESS IT A LATER TIME





**"IT TAKES AS MUCH ENERGY
TO WISH AS IT DOES TO PLAN."**

—ELEANOR ROOSEVELT

