

the first steps to...

# **BUILDING YOUR RESUME**

# What is a resume?

Building a resume as a high school student is a great way to reflect on your journey this far while planning a course for the future. A resume is like the highlight reel of your life on paper. It will include your [basic information](#), [skills](#), [hobbies](#), [activities](#) and your [proudest achievements](#).

# First, let's look at a sample:



The CV sample is presented on a white background with a blue and yellow geometric design on the left side. At the top left, there is a circular logo containing the letters 'G' and 'T'. Below the logo, the contact information is listed: an email address 'teststudent@gmail.com' and a phone number '(123) 123-4567-8910'. The education section is titled 'X-MEN ACADEMY - INTERNATIONAL SCHOOL DIVISION' and lists a 4.15 GPA and the class of 2023. The skills and abilities section lists: Dedicated Student, Multilingual, Skilled Researcher, Effective Communicator, Innovative Problem-Solver, and Capable Teammate. The right side of the CV features the name 'GUYBRUSH THREEPWOOD' in large, bold, black letters, followed by the title 'International Student'. Below this, there are sections for 'ABOUT ME', 'EXTRACURRICULAR EXPERIENCE', 'BASKETBALL TEAM', 'VOLUNTEERING AS PEER MENTOR', 'DEBATE TEAM', and 'X-MEN ACADEMY CHARITY CONCERT'. Each section contains a brief description and a list of bullet points detailing the student's involvement and achievements.



# GUYBRUSH THREEPWOOD

*International Student*

## CONTACT

✉ teststudent@gmail.com  
☎ (123) 123-4567-8910

## EDUCATION

**X-MEN ACADEMY - INTERNATIONAL SCHOOL DIVISION**  
4.15 GPA  
Class of 2023

## SKILLS AND ABILITIES

Dedicated Student  
Multilingual  
Skilled Researcher  
Effective Communicator  
Innovative Problem-Solver  
Capable Teammate

## ABOUT ME

I am an international student currently studying at X-Men Academy - International School Division. My favourite subject in school is history and in the future I hope to become a lawyer focusing on international human rights. Outside of the classroom, my interests include playing basketball, participating in debate competitions, singing in a local band and volunteering at the local dog shelter.

## EXTRACURRICULAR EXPERIENCE

### BASKETBALL TEAM

*Varsity Captain (2018-Present)*  
4 hours per week, 30 weeks per year

- Lead basketball team during practices
- Responsible for executing plays and team morale
- Learned value of teamwork and collaboration

### VOLUNTEERING AS PEER MENTOR

*Basketball mentor (2019-2020)*  
2 hours per week, 16 weeks per year

- Regularly volunteer as a peer mentor for less privileged children
- Taught others how to play basketball
- Led youth to discover a new passion for sport

### DEBATE TEAM

*Founder (2019-2020)*  
6 hours per week, 35 weeks per year

- Led dance practices
- Created original dance routines and choreographed competition sets
- Recruited members

### X-MEN ACADEMY CHARITY CONCERT

*Performer (September, 2018)*  
6 hours per week, 1 week per year

- Rehearsed a performance for my school's charity concert
- Learned how to market myself and promote the event
- All proceeds went to local charities and shelters

# Take a closer look:



## GUYBRUSH THREEPWOOD

Name

*International Student*

### ABOUT ME

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Short Introduction

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Activities (including timeframe and descriptions)

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Contact information  
(email + phone number)

### CONTACT

✉ teststudent@gmail.com  
☎ (123) 123-4567-8910

Educational Information  
(Graduation year + GPA)

### EDUCATION

**X-MEN ACADEMY -  
INTERNATIONAL SCHOOL  
DIVISION**  
4.15 GPA  
Class of 2023

Skills

### SKILLS AND ABILITIES

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Multilingual  
Skilled Researcher  
Effective Communicator  
Innovative Problem-Solver  
Capable Teammate



# But...

# Why do we need a resume?

## For you

A resume is a powerful tool you can use to organize your thoughts about your activities, and think about the overall portrait you want to portray as a student. You can adjust your resume to really represent yourself on paper, from the words you choose to the design you opt for.

## For others

When somebody reads your resume, they are getting a sneak peak at who you are. You can think of this as a movie trailer. If they like the trailer, they will want to watch the movie! Your goal is to stand out and make them want to meet you in person through your resume.

**So where do you begin  
when making your own  
resume?**



# Building your resume begins with you

## Basic Information:

**Name:**

**Nationality:**

**Age:**

## Contact Information:

**Phone Number:**

**Email Address:**

**Mailing Address (in English if possible):**

## Academic Information:

**GPASAT/ACT Scores**

**TOEFL/IELTS Scores**

**AP Scores**

**If you are in high school (9th grade or over), you should list every activity you have participated in since 9th grade. This can be during the school year or during summer!**

**Let's think about activities using these categories:**

- Music & Arts**
- Clubs & Organizations**
- Athletics**
- Academics**
- Internships & Jobs**
- Volunteering**

**Next, we look at  
your activities**

**An "activity" is  
pretty much  
anything you do  
outside of  
class!**



# Now that you have the list of your activities...

## Step 1: Title and time

The first thing you should do when listing your activities is to note down the title and the time period you did it. It's good to have the **start time**, **end time**, **number of hours per week**, and **number of weeks per year**.

## Step 2: What did I do?

This is where you get to explain what your duties and responsibilities were. Don't overthink this, just give us a background of what happened. **What was your task or goal? How did you achieve it?**

## Step 3: Lessons learned

What lessons did you learn throughout this process? You should focus on skills you demonstrated. Maybe you showed **teamwork**, or **communication**, or **dedication**, or **critical thinking**, or **creativity**. Be **bold!**

**The final result should look  
like this:**

**[Activity Name]**

**[Time Period]**

**[What did I do?] + [What did I learn?]**

**And when it comes to  
compiling your awards, just  
follow the exact same  
process!**



**Now just follow  
this link to get  
started on  
building your  
own resume!**

<https://qrgo.page.link/MLvhC>

**"An investment in  
education pays the best  
interest"**

**- Benjamin Franklin**

**“**