

How to Build a Standout Resume

What is the goal of a resume? Is it necessary or important?

- It is ABSOLUTELY important. Resumes are one of my favorite things to make and help others make because it showcases who a person is and his/her talents all in one place. You can truly showcase your accomplishments and interests when you create a resume the right way.
- The Goal: To showcase your story and your personal brand in one page. You want to provide a summary of your experiences, achievements, abilities, and skills. This is a tool in which you will be able to sell and brand yourself to colleges, scholarship committees, leadership orgs, employers, and more.
 - Another thing to consider is that your resume is often used in order to decide who will move on to an interview.

Format

- **Template** – Utilize a standardized template. Do not start from a blank document, or else you WILL get confused and lost.
- **Font** – Use professional font like Times New Roman at 10-12 points. Do not use crazy fonts thinking it will make you stand out positively. Professionalism is important.
- **Organization** -- is KEY here! You want to eliminate any confusion and want it to be as clear as possible.

Layout

• Sections –

- a. Name & Personal Info: home address, email (appropriate professional email), personal phone number
- b. Education: Southwest Covenant Schools, unweighted GPA, ACT/SAT (typically whichever is higher) & ACT/SAT Superscore, Class rank (if it helps)
- c. Work Experience: Jobs, Internships, Personal business, Side Hustle if applicable and helpful, etc.
- d. Leadership Experience: Clubs & Organization involvement, volunteer, mission trips, church, teen boards, etc.
- e. Additional: Relevant Skills, Interests, Activities, Awards, Scholarships, etc. (if applicable)

- **One Page** – Ensure your resume is no longer than one page, but the goal is to have a FULL one page.
- **White Space** – Reduce AS MUCH AS POSSIBLE, otherwise your resume may seem sparse and lacking
- **Relevant Information** – Prioritize most important accomplishments first (if you do not like this format, organize by date of involvement)
 - All of this information should only be from high school

Content

- **Active Language** – use action verbs to enhance readability
- **Simplicity** – Make it brief and easy to digest (one line bullets preferred)
- **Numbers** – Employers/colleges/scholarship committees are very responsive to measurable proven value. Showcasing numerical impact allows reviewers to grasp the scope of to what level you contributed/performed
- **Adaptability** -- this is a living and breathing document. Do not just make one resume and submit it for every single application that requires a resume. A resume is used to showcase how your prior experience fits into what you are applying for.
 - EX: If you are applying for a scholarship for pre-med students, but your resume is all about your experiences that do not relate in any way/shape/form to your interest in medicine, that would be pointless. Be prepared to make multiple versions based on what you are applying for. You will likely not make completely different versions based on what you are applying for, just slight modifications.

Tips

- **Margins** – adjust & create custom margins to create more space if needed
- **Font** – reduce white space by adjusting font size (must still be easily readable though. Use your best judgement. Absolutely no smaller than 8/10 point font.
- **Proofread and Edit** – the more 3rd parties that proofread the better! Do not be afraid to ask people to review your resume. You may think it is the clearest document in the world, but then you submit it and reviewers could be completely confused. Do not risk that - suggest at least 5 people review it for you. Parents, teachers, Mrs. Bowers, work/leadership references. They may be able to help you accurately describe your achievements in a more professional way that you did not think of before.

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EDUCATION

Southwest Covenant Schools. Yukon, OK
3.98 Unweighted GPA. 31 Composite ACT. 32 Superscore.
Class of 2019. Class Rank: N/A. SWCS does not rank.

AWARDS

Superintendent's Honor Roll (2016, 2018,2019)
Principal's Honors Roll (2017)
SWCS Distinguished Student of Integrity (2017)
Varsity Track Letter (2016, 2017)
OK Electric Co-op DC Youth Tour Scholarship (2018)
National Society of High School Scholars (2015-Present)

LEADERSHIP

FIRST BAPTIST MUSTANG

Mission Trip Team Member

2012-Present

Member of twelve mission trip teams (2 per year) across the USA, Brazil (2x), and Nicaragua serving others and fulfilling their needs

RELAY FOR LIFE

Student Ambassador & Executive Committee Member

2015

Encouraged the community to form teams and kept track of team fundraising - assisting in \$100k raised to fund cancer research

STUDENT GOVERNMENT

2016-May 2019

Represent my class while planning approximately 5-7 school events per year.

PATRIOT PALS BRICK PROGRAM

Mentor/Tutor

2016-May 2019

Tutor 3-4 elementary students who need assistance with homework or understanding concepts one day per week

LEAD TEAM AT FIRST BAPTIST MUSTANG

Small Group Leader & Embrace Team Member

2016-May 2019

Led a group of 15 teens weekly to discern the Bible together & Embrace Team welcomes new and all students to church

SPANISH CLUB

Member (2016-17), Reporter (2017-18), & Treasurer (2018-Present)

2016-May 2019

Provided announcements to the school for the club ('17/'18) and currently manage our club's budget & expenses ('18/'19)

PATRIOT LEADERSHIP PROGRAM

Student Member

March-Dec. 2017

Attended leadership seminars and personally launched two mission projects through this program: Sports Connect (provides sports balls to children in the area with help of OKCP) & On the Verge (one day event helping sixth grade students transition into middle school & build friendships)

YEARBOOK/COMPUTER PUBLISHING

Staff (2017) and Senior Editor (2018)

Aug. 2017-May 2019

Designed and published 8 yearbook pages and 4 Patriot Press Newsletters per year.

Promoted to Senior Editor in 2018 where I was responsible for editing and approving a total of 10 other students' publishings

OKC BEAUTIFUL

Teen Board Member

Sept. 2017-May 2018

Participated in 8 monthly meetings for OKC Beautiful to plan and execute Litter Blitz where we collected 500 pounds of waste

Oklahoma State Capitol

Senate Page for Senator Rosino

February 4-8, 2018

Crafted 3 mock legislative bills and assisted Senator Rosino with daily functions to ensure his office operated efficiently

UNIVERSITY OF OKLAHOMA

February 16-18, 2018

High School Leadership Conference (HSLC) Attendee

Accepted to attend HSLC, where I was equipped, empowered, and inspired with valuable leadership skills with 300 students from around the country

OKLAHOMA BOYS STATE

May 26-June 2, 2018

Delegate and City Planner

Participated in one week of leadership, government, and patriotism development activities

Elected as City Planner for Boise City to manage mock \$1 million budget

YOUTH LEADERSHIP EXCHANGE

Aug. 2018-May 2019

Oklahoma City Youth Council Ward 3 Representative

Served as a liaison between Ward 3, city council, and city staff

Presented 10 monthly televised reports while broadening my understanding of the challenges and successes of OKC's municipal government

Work-Experience

PATRIOT PLACE

After-School-Care Assistant

August 2017-May 2019

Develop programs, oversee check-in/out procedures, and build relationships with elementary students. (6-10 hours/week)

The E FOUNDATION FOR OKLAHOMA

Social Media & Accounting Intern

May 2018-August 2018

Conducted social media research, increased Facebook reach by 1,076.29%, and shadowed COEO Zach Sumner in the accounting department