

My Plan: Building a Solid Resume

Fill in the boxes below with what you have accomplished and will accomplish by grade level.

Imagine handing a resume to a potential employer, sending it to an organization as part of a scholarship application, or providing it to a teacher you have asked to write you a letter of recommendation. What can you do while in high school to make yourself stand-out, so you will get the job, scholarship, or into your first college choice by having a solid resume?

Student Name: _____

Date: _____

	9th Grade	10th Grade	11th Grade	12th Grade
Volunteer Work				
Cumulative GPA				
Leadership				
Athletic Participation				
Music, Drama, Dance, Other Performing Activities				
Honors/Awards				
Club Activities				
Employment				
# of AP/Dual Credit/ Honor Classes				