

Name: _____

Assignment: Resume Building for Success

Date of Assignment: _____

Building My Career, Scholarship, & College Resume

Iwann A. Succeed

(Your Name Here—Formal, No Nick Names)

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(NEVER use email addresses with words like teddy bear, kitty, sexy, hottie, etc.)

(302)555-4321

(do not make your potential employers listen to music or “goofy” message like “I’m hang gliding right now, so catch me later.” Their time is valuable, they may hang up and go on to the next candidate.)

GOAL:

Also called “Career Objective” when you are ready to enter the workforce.

To prepare myself for a rigorous college nursing program where I plan to earn a Bachelor of Science Degree in Nursing, followed by specialization as a Nurse Practitioner in the field of Neurosurgery.

EDUCATION:

Conrad Schools of Science, Wilmington, Delaware.

Enrolled in this magnet school’s pre-college nursing course of study.

Top 10% of Class, Maintained 3.6 GPA, completed 4 AP courses,

2 dual enrollment courses, and a 3-year Nursing Science Pathway.

Plan what yours will say:

ACHIEVEMENTS:

Show increasing role as well as accomplishment or outcome.

Participated in Key Club 9, 10, 11, 12. Treasurer in junior year, President in senior year.

Planned and directed Community Health Fair including Blood Drive during my club presidency; 87 community members participated, 48 persons donated blood.

National Honor Society. Inducted in sophomore year, fundraising chair in senior year and raised \$3,500 for St. Jude’s Children’s Hospital.

Perfect Attendance Award, 10 and 12.

ATHLETICS:

Again, show increasing leadership as you advance through the grades.
Basketball 9, 10, 11, 12, co-captain senior year.
Track 10, 11, 12, with 1st place in 5K junior and senior year.

CERTIFICATIONS:

Certifications are becoming more important in today's marketplace because they show a level of achievement that was attained by proving yourself not just to your Conrad teacher, but on a Nationally standardized test.
American Red Cross Babysitter Certification, 8th grade.
American Heart Association CPR and First Aid Certification, 10, 11, 12.
Certified Nursing Assistant, junior year.

VOLUNTEER SERVICE:

Very important to have community service/volunteer work on your resume. Even better to have volunteer work relate to the field you are pursuing for college and/or employment.

Performed blood pressure screening at Elsmere Senior Center every other Wednesday, 3 to 4:30 p.m. during senior year.

Organized Thanksgiving Dinner for nine families at Ronald McDonald House, senior year. Met with RMH Director to propose idea, received funding, met with families to learn food preferences, recruited seven helpers, shopped for menu items, prepared, served meal, and cleaned up afterwards.

Volunteered at Ronald McDonald House for three holiday parties, junior year.
