

High School Resumé Guide

Vail Internship Program

Purpose

Resumés are marketing tools designed to help you present your accomplishments, education, experience and skills. You should highlight accomplishments and experiences that are relevant to the position you are seeking. Be sure to accentuate the positive. You don't want to talk about the things you are lacking, rather highlight the things you possess.

Typically the main purpose of a resumé is to get an interview. For our intents and purposes, you will be bringing your resumé to your interview. It is also important to note that this guide is written specifically for high school students who are applying to the Vail Internship Program. As you continue on in your professional career, your resumé will change and evolve to better represent yourself as a good fit for opportunities you pursue in the future.

Before You Start

Think about your intended audience. Think about the position or program you're applying for and what specific experiences you have that match the needs of the position or program. In other words, think about what value will you add. Use the job description for the position to help you prioritize your skills and experience; sharing the most relevant information. Edit your resumé carefully and keep it updated. Before submitting your resumé, always ask someone to proofread it for content and format. Overall, formatting consistency, organization, punctuation, spelling, and accuracy are very important.

Format

For our intents and purposes you MUST format your resumé in Google Docs, using one of the following resumé templates: Serif, Spearmint, or Coral. As you progress in your professional career, you will format your resumé according to the position you are seeking. There are many opinions on resumé formatting, but there is not one preferred style once you enter into the professional world.

Overall, your chosen font should be easy to read and clear. It should not be a distraction to the accomplishments you are trying to highlight. If you are using acronyms, be sure to type out the entire name the first time you use it and include the acronym in parenthesis. For example "National Honor Society (NHS)."

Crafting Your Resumé

The following sections should be on your resumé in the order they are listed below.

Heading

Your first and last name should be listed on the top line in a slightly larger font. It should not take up half of the page. You should include your address, telephone number, and email address. The email address that you list should be one that you check on a daily basis and one that is professional (not hotmama2@aol.com). You can use your Vail student email address or a personal email address.

Objective

Objectives indicate to the reader the job title or type of position you are seeking. For the Internship Program a baseline objective would be, 'Pursuing a year long internship in the field of ____.' But you are welcome to make it your own by adding some additional adjectives. For now, keep it to one sentence; as you progress in your career, it will evolve with your growing professional goals and skills.

Education

For this section you should list the following information:

- ▶ School name, city and state
- ▶ Dates attended (only if you've attended multiple high schools)
- ▶ Anticipated graduation date (month, year)
- ▶ GPA (cumulative unweighted GPA), if it is a 3.0 or above
- ▶ Relevant coursework that relates to the internship position you are seeking

If you have attended multiple high schools, you should list the most recent one first and work (reverse chronological order).

Experience

This section should list work and/or volunteer experiences you have had. List your experiences in reverse chronological order, starting with your most recent position. Include your position title, name of employer/organization, city, state, and dates by month and year. If you have a lot of experience, you should narrow it down to the experiences that are most closely related to your field of interest. Focus on jobs and unpaid experience (e.g. crew leader, lead server) where you demonstrated soft skills proficiency (e.g. communication, collaboration, problem solving, etc). While you may not have a lot of experience, or experience that directly relates to your field of interest, you have professional soft skills. They're transferable; highlight them!

Under each experience, use bullet points to list accomplishment statements that provide a description of your contributions, skills, and results; not simply a list of your duties. Accomplishment statements should be listed in order of importance. Write in short phrases, using dynamic action words to describe your responsibilities, highlighting your knowledge and achievements. Avoid pronouns (I, me, my).

Framing Questions - to get in the mindset of writing strong accomplishment statements that focus on your contributions and results (i.e. how your efforts impacted the project or organization) ask yourself the following questions:

- ▶ What was the purpose of this work? How was this work relevant to the organization?
- ▶ What goals was I contributing to? What value or benefit did I add?
- ▶ How did I go above and beyond baseline expectations or duties? How did I stand relative to my peers?
- ▶ Did this work save time/money, increase customer satisfaction, design/improve an existing process or policy, etc?
- ▶ Did I achieve more with less? Did I complete something ahead of schedule or budget?
- ▶ Did I receive a promotion and/or recognition during my experience?

As much as possible, accomplishment statements should be specific, action-oriented, and results driven. Always consider the needs of the opportunity or position you're applying for and how your skills align.

Weak	Strong
Watched pets while my neighbor was on vacation	Oversaw the safety and comfort of two dogs and one cat in their home.
Gave them food and medication	Administered proper food and medication three times a day, according to the owner's instructions.
Played with them	Created and implemented personalized enrichment activities for each animal.

Please use the list of action words and sample resumé on the internship website to help you write your accomplishment statements.

Extracurriculars/Activities

This section should list any relevant extracurriculars you are involved in. This could include sports, clubs, groups, etc. List your extracurriculars in reverse chronological order, starting with your most recent position. Include your position title (if in a club, member, if on a team, name position), name of club/team, city, state, and dates (by month and year). If you are involved in a lot of extracurriculars, you should narrow it down to the extracurriculars that are most closely related to your field of interest. Again, be sure to focus on extracurriculars where you held a position (e.g. club treasurer, team captain) that allowed you to demonstrate soft skill proficiency (flexibility, creativity, time management). If you are not involved in any extracurriculars or activities, then leave this section off of your resumé.

Under each extracurricular you list, use bullet points to list accomplishment statements that provide a description of your contributions, skills, and results; not simply a list of your duties. Write in short phrases, using dynamic action words to describe your responsibilities and to highlight your skills, knowledge, and accomplishments. Avoid weak phrases and pronouns (I, me, my).

Framing Questions - to get in the mindset of writing strong accomplishment statements that focus on your contributions and results (i.e. how your efforts impacted the project or organization) ask yourself the following questions:

- ▶ What was the purpose of this work? How was this work relevant to the organization?
- ▶ What goals was I contributing to? What value or benefit did I add?
- ▶ How did I go above and beyond baseline expectations or duties? How did I stand relative to my peers?
- ▶ Did this work save time/money, increase customer satisfaction, design/improve an existing process or policy, etc?
- ▶ Did I achieve more with less? Did I complete something ahead of schedule or budget?
- ▶ Did I receive a promotion and/or recognition during my experience?

Weak	Strong
Did community service	Increased player participation at Rincon Vista Middle school by mentoring two at risk players in academics and athletic skills.
Talked with coaches and players	Facilitated communication between players and coaches, increasing attendance to after school practice by 14%.
Picked as team captain	First freshmen in school history to be selected as Varsity Team Captain by my teammates.

Please use the list of action words and sample resumé on the internship website to help you write your accomplishment statements.

Honors and Awards

This section should list any honors or awards you have received during your high school career. Honor Roll, scholarships, contests you have won, etc. Be sure to state the name of the honor/award you received and the year(s) you received those honors/awards. If you are using an acronym, write it out fully the first time you use it (e.g. National Honor Society (NHS)). If you do not have any honors/awards, then leave this section off your resumé.

Skills

The first step is to identify the skills you have gained through your education and experiences. Focus on tangible, measurable skills. Reference the job description or program requirements to help you narrow your focus and really tailor your resumé to the position for which you are applying. This will further emphasize you as the best candidate for the position. Think about things like computer programs you are proficient/certified in, languages you can speak, etc. Be sure to only list skills that you are fluent/proficient in. For instance, you would not list that you are fluent in Spanish just because you have taken two years of high school Spanish class.

References

For the INternship Program, you are required to list two references. You should never use family members or close friends. Instead, think of people who have seen you function in a professional environment (e.g. teacher, coach, youth leader, boss). Please list the reference's full name, title (in relation to you, not necessarily their job title), phone number, **and** email address.

Pro Tip: As a courtesy, contact each of your references and ask if they would be willing to serve as your reference before you add them to your resumé. This allows them time to prepare solid talking points about you and your abilities before they are contacted by a potential employer. It also allows you to confirm their preferred email address and phone number.

Final Tips

Be sure to proof read your resumé to ensure that it is free of spelling and grammar errors. We have had interns not be accepted by a mentor, due to grammatical error and lack of attention to detail on their resúés.

Be sure to highlight relevant accomplishments, experiences and skills. Always accentuate the positive! Do not talk yourself down by mentioning things you do not have. On your resumé, it is your job to "sell yourself" so it is appropriate to brag a little.