

# Resume Basics

## Purpose of Resume:

- To get the interview.
- Highlight skills and experience.
- Highlight accomplishments and academic background.

## Things to Consider:

- Courses
- Volunteer Work
- Activities and Clubs
- Sports
- Jobs
- Leadership Positions
- Interests

## Content:

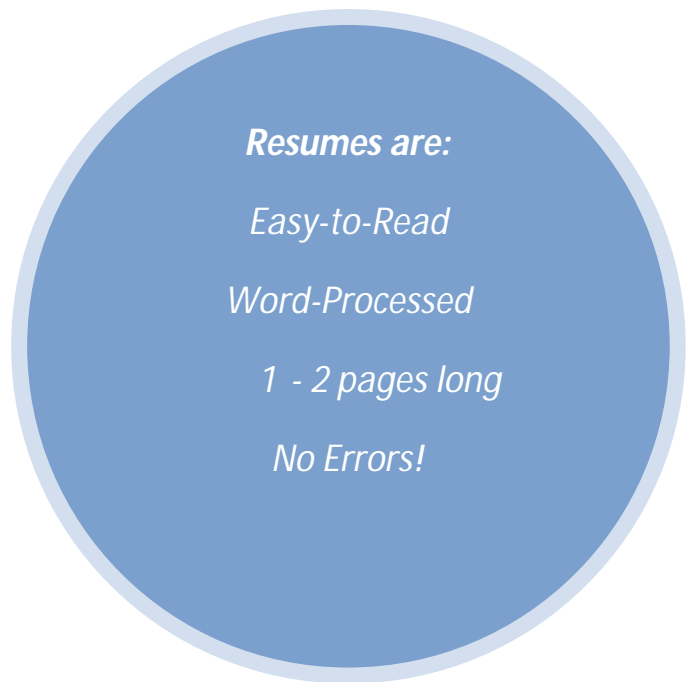
- Concise
- Factual
- Use phrases

## Things to Include:

- Name
- Phone Number
- Address
- E-mail

## Things Not To Include:

- Social Security Number
- Height/Weight
- Date of Birth
- Health Information
- Photo



[www.connection.naviance.com/vestalshs](http://www.connection.naviance.com/vestalshs)

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**Objective:** To gain admissions to a four-year university and major in Chemistry.

### High School Activities

*JV Baseball Team, Vestal High School* 2005-2006

- Starting Pitcher
- Helped to set up for Relay for Life.

*Varsity Baseball Team, Vestal High School* 2006-2008

- Starting Pitcher
- Collected cans to raise money for a food pantry.

*Vestal Voices, Vestal High School* 2006-2008

- Tenor
- Sang at Carnegie Hall.

*Environmental Club, Vestal High School* 2007-2008

- Club President
- Worked with club to get guest speakers to come and talk about recycling and "Going Green" in the school.
- Collected all recycling in the building every week for the whole year.

### Work Experience

*Lickity Split, Vestal, NY* 2007-2008

- Scooped ice cream for customers.
- Responsible for closing store in the evenings.

### Service/Volunteer Experience

*Food Pantry, Binghamton, NY* July 2008

- Helped at soup kitchen two hours a day for three weeks.

*MLK Peace Day, Vestal High School* January 2008

- Made crafts with children for the day.

### Awards & Recognitions

- State Champions for Baseball. Spring 2007