

Resume Building Guide

Resumes are a key tool in college or job applications highlighting your professional experience, education, skills, and achievements. So, **why does Outdoor Science School look good on your resume?**

Outdoor Science School involves hands-on learning, problem solving in nature, and collaborating with diverse groups, demonstrating adaptability. It helps develop leadership, communication, and teamwork skills as well as showcasing your ability to thrive in unconventional environments. As a role model for 6th grade students, you've been given the opportunity to positively impact them, enhancing your mentor abilities while contributing to personal growth and a sense of accomplishment.

[Add a bullet point option for your resume under "Volunteer Experience":](#)

See how to format your college or job application on the following pages.

NW Outdoor Science School, Student Leader, [Dates]

- Lead engaging, hands-on outdoor field study activities tailored for sixth graders during a week-long program while developing leadership and teamwork skills fostering a supportive and inclusive environment.
- Facilitated hands-on learning experiences for 6th-grade students, promoting interactive and engaging educational activities.
- Demonstrated adaptability by problem-solving in nature, navigating unforeseen challenges, and adjusting plans to ensure a successful learning environment.
- Collaborated with diverse groups, fostering teamwork and effective communication to achieve common goals within an unconventional outdoor setting.
- Showcased leadership skills as a student role model, guiding 6th graders through outdoor activities and inspiring a love for nature.
- Enhanced mentorship abilities by positively impacting younger students, contributing to their personal growth and fostering a sense of accomplishment.
- Developed and exhibited effective communication skills through interactions with both students and fellow leaders, creating a cohesive and supportive atmosphere.

How to Format Your Resume

College Application:

Personal Information

[Your Full Name]
[Your City, State]
[Email Address]
[Phone Number]

Objective or Summary

Dedicated and motivated high school student seeking admission to [Name of College/University]. Eager to contribute strong academic background, leadership skills, and passion for [Your Chosen Field of Study].

Education

[High School Name], [City, State]
Expected Graduation Date: [Month, Year]

- Relevant coursework: [List any notable courses or achievements]

Extracurricular Activities:

1. [Club/Organization Name], [Your Role/Position], [Dates]
 - Brief description of your responsibilities and achievements.
2. [Sports Team/Activity]. [Your Role/Position], [Dates]
 - Highlight any leadership roles, achievements, or skills gained.

Work Experience:

[Job Title], [Company/Organization], [Dates] - *Most recent position first. Reverse chronological.*

- Concise description of your responsibilities and accomplishments.

Volunteer Experience:

[Organization Name], [Your Role/Position], [Dates]
NW Outdoor Science School, Student Leader [Dates]

- Showcase your commitment to community service and any relevant skills acquired.
[add your chosen bullet point here]

Skills:

- [List any relevant skills such as languages, software proficiency, etc.]

Awards and Honors:

- [Any academic or extracurricular awards received]

Job Application:

Personal Information

[Your Full Name]

[Your City, State]

[Email Address]

[Phone Number]

Objective:

As a recent high school graduate, I am eager to apply my [mention specific skills or qualifications] in a dynamic work environment. Seeking [mention type of position or field] where I can contribute my [mention relevant skills] to achieve both personal and organizational success. Committed to [mention any specific goals or values].

Education:

[High School Name], [City, State]

Graduation Date: [Month, Year]

Skills:

- [List relevant skills acquired during high school or through extracurricular activities]
- [Include any certifications or special training]

Work Experience:

[Job Title], [Company/Organization], [Dates] - *Most recent position first. Reverse chronological.*

- Brief description of responsibilities and achievements.

Volunteer Experience:

[Organization Name], [Your Role/Position], [Dates]

NW Outdoor Science School, Student Leader [Dates]

- Highlight relevant skills and contributions. *[add your chosen bullet point here]*

Extracurricular Activities:

- [Club/Organization Name], [Your Role/Position], [Dates]
- Mention any leadership roles or significant contributions.

Achievements:

- [Any awards, honors, or notable achievements]

Attention to Detail

- Use action verbs and quantify your accomplishments where possible.
- Consistent use of verb tense (past or present).
- Always start with the most recent experiences.
- Create uniformity in using at most two font styles and use at most three sizes. Also have uniformity in the use of bold or italicized text.
- Uniform spacing between sections, aligning text margins, and maintaining a consistent naming convention for headings and subheadings.
- Period Consistency - choose whether they'll be at the end of sentences or not. In the above examples of bullet point options, all the sentences have periods.
- "And" vs "&" consistency and all use of abbreviations or acronyms.
- Spell out numbers nine and below; use numerals for numbers above 10. Avoid starting sentences with numbers.