



Resume Revision Activity for Juniors

Each year of your high school career, you are required to create or update your resume. As freshmen and sophomores, you were required to use the resume format provided by the school. As juniors, you can choose the format for your resume and find/create a style that works for you. You may also use the format from your freshman and sophomore years.

However, whatever style you use, you are still required to include the following things in order to have your resume marked as a “pass” when it comes to graduation requirements:

- a) Your complete personal information with name, address and phone number
- b) Your job objective
- c) Your educational background with your high school’s name and your graduation year
- d) A list of your skills and abilities, with examples of each
- e) Your work/volunteer history, with employer/organization, dates of employment/volunteering, job title, and duties
- f) Your interests and activities
- g) Three references with complete contact information for each, including full name (first and last), address and phone number

REMEMBER: Don’t use “I” in a resume ... if you do, you resume will be returned to you for correction

You must turn your updated resume in to your advisor on _____.

If you have questions or need help, please come see your high school’s Career Learning staff.



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RESUME RESOURCES

The Oregon Career Information System (CIS) that you have used throughout your middle school and high school careers has several tips and styles that you can use when updating your resume as a junior. To find these:

- 1) Go to <http://oregoncis.uoregon.edu/home>
- 2) Sign in with your user name and password
- 3) On the left, under "Occupations and Employment," click on "Job Search"
- 4) On the Job Search page, click on "Step 7 – Create Resumes and Cover Letters"
- 5) From this page, you can click on various types of resumes. You may find one you want to use, or you may check some of these other resources for more tips and styles:

www.resumetemplates.org

<http://office.microsoft.com/en-us/templates/CT101043371033.aspx>

<http://jobstar.org/tools/resume/samples.php>

<http://www.resume-resource.com/examples-student.html>

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