

Resume Revision Activity for Sophomores



Each year of your high school career, you are required to create or update your resume. As freshmen and sophomores, you are required to use the resume format provided by the school. Since you used this format as freshmen, the update for your sophomore year is simple: use your freshman resume, but change anything that may be different than it was a year ago: favorite classes or activities, add new work/volunteer experiences, use new addresses or phone numbers for references, etc.

The biggest difference this year is that your resume will be expected to be “letter perfect” – that is, it can have no mistakes in spelling, punctuation, capitalization or grammar. Looking at the copy of your resume from your freshman year, you may see markings and notations on it; your resume was proofread and these marks are pointing out corrections that will give you a letter-perfect resume. Look at the guide to proofreading marks to see exactly what each one means, and then make those changes.

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, your 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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