

YOUNG TEXAN/TEXANNE

RESUME INSTRUCTIONS FOR 11th GRADE STUDENTS

PLEASE COMPUTER GENERATE, TYPE, OR PRINT CLEARLY THE RESUME NOMINATION INFORMATION. DO NOT USE TYPE SMALLER THAN 12 POINT FONT. AND PROVIDE FOUR COPIES OF YOUR RESUMES

OUTLINE OF ACTIVITIES: Listed below are the six major activity areas upon which your resume should be based. **FORM**: Use an outline form for the subject matter categories listed below. Beginning with the ninth grade, list your accomplishments. Make sure they are factual and as thorough as possible. Do **not** submit certificates, letters of recognition, awards, etc. **LENGTH**: The typed or printed resume should **not** exceed three (3) pages. **ANONYMITY**: to assure the judging is completely unbiased; you must not include anything on your resume that can identify you, such as your name, the name of your school, your church or your city. Instead, simply say “my school”, “my church”, “my city”, etc.

CATEGORY 1:

SCHOLASTIC {30 points}: include in this category your grades, grade point average, class standing, scholastic awards received, membership in scholastic based organizations, etc.

CATEGORY 2:

EXTRACURRICULAR ACTIVITIES {25 points}: Include in this category your participation in activities such as class officer, club officer, student council, band, choir, orchestra, cheerleader, sports played, and awards received not based solely on scholastic achievements.

CATEGORY 3:

COMMUNITY SERVICE AND RELIGIOUS ACTIVITIES {25 points}: Volunteer activities outside of school; religious activities such as choir, youth leadership, mission projects, etc.

CATEGORY 4:

HOBBIES AND TALENTS {10 points}: What you do or enjoy just for fun, such as collecting, hobbies, musical instruments played, acting, dancing, sports not a part of school functions, etc.

CATEGORY 5:

FUTURE PLANS {5 points}: College plans; anything different or special you may have in mind.

CATEGORY 6:

RESUME FORMAT {5 points}: Neatness, following required format instructions, etc.

FAILURE TO FOLLOW THE REQUIRED FORMAT MAY NECESSITATE YOUR RESUME NOT BEING JUDGED.