

# ***Poway High School Senior Project***

## **Resume Requirements**

Directions: Organize the following information into a one-page resume. Use a conservative and readable font. Lay out the document in clear and even columns. Select order and language to best highlight your talents and personality. See models in class and on the PHS website.

### **Name**

- ✓ Written in “Just Right” size  
(too big= too big of an ego; too small= too small of a self-concept)

### **Contact Information**

- ✓ Placed Prominently at the top of the page
- ✓ Provides “Easy Access at a Glance”
- ✓ Includes: phone, email, street address

### **Objective**

- ✓ Is specific
- ✓ Placed at the top
- ✓ Resume tailored to match objective  
(It maintains integrity; if you lie, they WILL find out!)

### **Content**

- ✓ Showcases student’s talents with enough information
- ✓ Includes skills/ traits for each job
- ✓ Not merely job/experience list
- ✓ Displays dates of employment/involvement

### **Visual Appearance**

- ✓ Readable at 15 second glance, “hooks” the employer
- ✓ Font is conventional (for a conventional job)
- ✓ Leaves little blank space
- ✓ Lists experiences in chronological order
- ✓ Does not surpass one page

### **Technical Elements**

- ✓ Utilizes active verbs / maintains parallel structure
- ✓ Is mechanically correct: grammar, punctuation, spelling

### **References**

- ✓ Included at bottom of resume
- ✓ Names and numbers given
- ✓ Specifies relationship to you, or person’s title/job