



INTERVIEW – Constructing a Résumé

Each decathlete is asked to construct a résumé that tells about himself/herself. Each decathlete shall bring three copies of the résumé to his/her Interview. The résumé will not be judged. However, the content of the résumé will assist the Interview judges in engaging the decathlete in a successful interview.

A good résumé will go a long way toward helping make a good impression. A bad resume` reflects poorly on the candidate. Everyone has something to offer if (s)he will analyze his/her abilities, talents, interests, and activities and stress his/her strong points. First impressions count.

Content and layout of the résumé can vary widely. However, **keep the résumé simple and to no more than one page.** It has to be read quickly by the judges.

TIPS FOR CONSTRUCTING THE RESUMÈ:

1. Your résumé **must** be typed. Use a good quality paper. Save your résumé on a diskette so that you can change it as needed. This gives you an opportunity to add, or delete, as you think about things you would like to include about yourself.
2. The résumé should be neat. Carelessness and misspelled words are inexcusable. Have some knowledgeable persons proofread your résumé and give you tips for improving it.
3. Some things to think about including in your résumé would include: extracurricular activities in which you've been engaged in and outside of high school, special interests or hobbies you have, leadership positions you hold or have held, work experience(s), and personal goals.
4. Grades are an important part of "your" picture but not the only part. Note areas of responsibility, recognition or honors that have come your way.
5. A demonstrated social awareness can be in your favor. If you have participated in activities where you were recognized by awards or offices, mention these. Quality leadership is welcome everywhere.

Two sample résumés that follow are different in style. Yet each seeks to highlight strong points in a straightforward fashion. Construct your résumé in the style and type that best suits your interests and emphasizes your strengths.

SAMPLE RESUME`



OBJECTIVE: To be successful in the field of veterinary medicine.

EDUCATION: Wheatland High School
Wheatland, WY 82201
Expected Graduation Date: 2010

WORK EXPERIENCE:
2004—Present

Home-Run Sitters

- Caring for Pets
- Managing Jobs and Times
- Billing Clients

Laramie Peak Veterinary Clinic

- Cleaning
- Surgery Preparation
- Administering On-site shots

SKILLS: Quick Learner, Perfectionist, Good Attitude, Good Listener, Computer Skills

LANGUAGES: English, Beginner Spanish

ACHEIVEMENTS: 1st Place Overall Individual (WY State AD) Honors Bracket

- 1st Economics
- 1st Essay
- 1st Speech
- 1st Language and Literature
- 1st Super Quiz
- 1st Music
- 2nd Art
- 2nd Social Sciences
- 3rd Math
- 1st Overall Team Score

Wyoming 3A State Volleyball Champions

Varsity Basketball Regional Champions Absoraka Conference

4 years Piano Lessons

Middle School Outstanding Academic Student for 3-years 4.0
GPA

2nd Place Individual Junior Exhibit WY State History Day

National History Day Participant

SAMPLE RESUME

XXXXXXXXXX
XXXXXXXXXX
XXXXXXXXXXXXXXXXXXXX
XXXXXXXXXX

OBJECTIVE

My objective is to serve as an intern in the office of the Lieutenant Governor of the state.

EDUCATION

Mountain View High School 2004-2006
Mountain View, MT

Currently a junior with a 3.97 GPA, studying for a college preparatory seal.

AWARDS

Algebra I - Honor Student	Chemistry - Honor Student
Geometry - Highest Average	Physics - Honor Student
Algebra II - Highest Average	Latin I - Silver Medal on National Latin Exam
Trigonometry - Highest Average	Latin II - Magna Cum Laude on the National Latin Exam
Physical Science - Honor Student	Academic Letter
Biology - Highest Average	

INTERESTS AND ACTIVITIES

Athletics: Football, Baseball, Basketball

Computer Hobbyist

Drama: Cast in four school plays - "Doll's House," "Titanic," and "Fame"

Cast in community theater - "It's a Wonderful Life"

WORK EXPERIENCE

National Institute of Physician Recruitment and Retention 2005-2006
Mountain View, MT, Part Time - Management Information Systems

Target Discount Store 2006-Present
Mountain View, MT

Part time - Stocking and clerical

REFERENCES

Available upon request

SAMPLE RESUME

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EDUCATION

Main Street High School 2003–Present
Lake Front Community College 2005 - Present

Awards and Honors

Beta Club 9, 10, 11, 12
National Honor Society 11, 12
Academic Letter 10, 11
Governor's Honors Program Nominee 10, 11
Dean's List – Lake Front Community College 12
Who's Who in American High School Students 11, 12
Varsity Letter – Mock Trial 12
Varsity Letter – Cross Country 12

SUMMARY OF QUALIFICATIONS

Exceptional academic achievement: 3.9 GPA at Main Street High
4.0 at Lake Front Community College
Proven leadership ability:
Beta Club officer
Junior and Senior Class Secretary
Member of Chicago Youth Council
County 4-H president
4-H District officer for North Illinois
Student County member

High involvement in extracurricular programs:

Mock Trial Scholars Bowl
Cross Country Student Council
4-H Key Club
Junior Classical League

Expertise in law and government:

Page in state senate
Volunteer in local political campaigns
Mock Trial team member for 3 years

Experience in serving the community:

4-H member for 5 years
Peer Tutor
Community service chair of Student Council
Key Club project chair

SAMPLE RESUME`

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OBJECTIVE

My objective is to serve as an intern in the office of the Lieutenant Governor of the state.

EDUCATION

*Hometown High School
Hometown, MT*

2005-2007

Currently a junior with a 3.97 GPA, studying for a college preparatory seal.

AWARDS

*Algebra I - Honor Student
Geometry - Highest Average
Algebra II - Highest Average
Trigonometry - Highest Average
Physical Science - Honor Student
Biology - Highest Average*

*Chemistry - Honor Student
Physics - Honor Student
Latin I - Silver Medal on National Latin Exam
Latin II - Magna Cum Laude on the National Latin Exam
Academic Letter*

INTERESTS AND ACTIVITIES

Athletics: Football, Baseball, Basketball

Computer Hobbyist

Drama: Cast in four school plays - "Doll's House," "Titanic," and "Fame"

Cast in community theater - "It's a Wonderful Life"

WORK EXPERIENCE

*National Institute of Physician Recruitment and Retention
Mountain View, MT, Part Time - Management Information Systems*

2005-2006

*Target Discount Store
Hometown, MT*

2006-Present

Part time - Stocking and clerical

REFERENCES

Available upon request