



## 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 a decathlete to make a good impression. A bad resume reflects poorly on the candidate. Everyone has something to offer—in writing a résumé, a student should carefully 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 computer or CD 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 are 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`**

John W. Woodson  
5485 Jones Street  
Hometown, Montana 12345  
Phone: 987.654.3210

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

**EDUCATION:** Hometown High School 2005-2007  
Hometown, 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 & 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  
Hometown, MT  
Part time - Stocking and clerical

**REFERENCES** Available upon request

## **SAMPLE RESUME`**

### **Jana Smith**

610 Samson Street

Chicago, IL 29577

Phone: 444.444.3333

### **EDUCATION**

Main Street High School 2005–Present

Lake Front Community College 2007 - 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