

Brainstorm for your Resume

Try to list as many things as possible to help you build your resume. Don't withhold anything – this is a brainstorm list for now. You can always edit/delete things as you are building your resume. It might help to review this with a parent or your Adviser – they can help you remember things. Be sure to include locations, dates, names of organizations, etc. If you need more room, use the back of this page.

Education

High school (if you went somewhere before New Trier, list that too). Include any relevant coursework (if you are applying for a music teaching job, list your music courses; if you are applying for a legal internship, list your law, government and/or writing courses)

Work/volunteer experience

List any job you have had, even if they were volunteer (unpaid). If you have too many, we can help choose the jobs to include.

Honors & Awards

This is your chance to brag! These can be honors and awards from New Trier, or from other outside organizations.

Activities & Extracurricular

What do you do outside of normal school hours? Music, athletics, theater, etc.

Skills

What can you do that sets you apart from others? Language skills, computer skills, communication skills, public speaking, research/writing, etc.