

Building Your Resume

Last year during your college planning conference we highlighted the importance of developing a resume.

Why is it important to create a resume?

- When you ask your counselor for a letter of recommendation, you provide him with a resume
- When you visit with a college admissions person, providing a resume can be a nice touch
- When you start to construct your applications for admission, having a completed resume will be a good resource

What should I include in my resume?

- Your objective that highlights your college/career aspirations
- Educational Background
- GPA/Test Score
- Activities (Sports, clubs, etc.)
- Awards/Accomplishments
- Volunteer Work
- Skills/Hobbies
- Contact Information

There are also many sample resumes available on the web:

<https://www.resumebuilder.com/>

[Free Resume Builder - Online Resume Maker | Canva](#)

<https://careertrend.com/how-8471487-make-resume-college-recommendation-letters.html>

<https://student.naviance.com/providencechs>

Mr. Murphy has sample resumes in his office

Once you complete your resume, email it to Mr. Murphy at kmurphy@providencecatholic.org.

As always, please feel free to contact Mr. Murphy with any questions.