

PLEASE DO NOT EDIT OR DELETE ANYTHING

Duke A. Blue

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EDUCATION

Riverside High School, Durham, North Carolina

Grad. expected June 2021

A Honor Roll, 2016-2019; SAT: 880/1600; ACT 17/36

AP courses completed: Environmental Science, US History, Spanish

GPA: 4.4 weighted/3.9 unweighted; Top 5% of Graduating Class

Durham Technical Community College, Durham, North Carolina

August 2018-present

Career and College Promise student

18 credit hours completed as of August 2019; will complete Associate's Degree in May 2020.

LEADERSHIP POSITIONS AND ACTIVITIES

Yearbook, Editor & Design Manager, Durham, NC

August 2016-present

- Oversee the format and layout of all 250 pages of Riverside High School's annual yearbook.
- Manage ad subscriptions to local businesses and families.
- Supervise a team of six students that are responsible for the successful execution of the annual yearbook.

Cheerleading, Squad Captain, Durham, NC

August 2016-present

- Lead cheerleading squad and fans in support of Person High School athletic teams during football and basketball games.
- Choreograph and teach 4 new cheers, chants, and dances per year to 10 squad members.
- Earned Squad Leadership and Best Choreography awards at NC Cheer Camp 2019.

Key Club, General Body Member, Durham, NC

August 2017-June 2019

- Planned and coordinated annual events such as Relay for Life, Ronald McDonald House in Chapel Hill, Reading Buddies Program, and Kiwana's Pancake & Sausage Breakfast.
- Assisted the President with hosting weekly meetings by crafting the agenda and keeping time.

St. Luke's Episcopal Church, Acolyte, Crucifer and Youth Group, Durham, NC

August 2013-present

- Key member of procession and assists with communion and weekly gospel.
- Participated in a June 2014 Mission Trip to San Pedro, Belize to tutor local, rural students in a community school.

Junior Varsity Tennis, Durham, NC

August 2016-June 2018

VOLUNTEER ACTIVITIES

National Honor Society Food Drive, Roxboro, NC

8 hours, *November 2018*

Special Olympics Volunteer, Roxboro, NC

2 Weeks, May 2019

PROFESSIONAL EXPERIENCE

Palace Pointe, Roxboro, NC

April 2018-present

- Plan and oversee events including roller skating, bowling, and refreshments for 3 children's birthday parties per week.
- Maintain workplace environment by cleaning party room before and after events.

Scott family nanny, Durham, NC

June-August, 2019

- Provided primary childcare for two young children for 35hrs/wk.
- Planned educational activities such as trips to the museum, science experiments, and cooking together.

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Resume Writing Tips

- Personal/Contact Info
 - You may use your full name or preferred name (including surname).
 - Include a phone number and professional-looking email account, whether that's your RHS or personal one. Do *not* put something like "durhamboyzzz19@hotmail" on your resume; if your personal email address is unprofessional-looking, take this opportunity to create a new, grown-up account!
- Education Section
 - Note when you'll graduate RHS and your GPA and test scores.
 - If applicable, include some information about your PCC classes.
 - You may include other high school/s you've attended if you were there recently (sophomore year or later is a good guideline).
- Main Content
 - Start with a list of every club, activity, job, volunteer opportunity, sport, award, etc. that you've done since you started high school. You may also include activities that started before high school but have continued into high school, e.g. youth group or 4-H.
 - Group these things using the section headers you'll use on your resume.
 - If necessary, narrow down your list to just the **most recent, most impressive, most time-consuming**, and/or **most important** things to you in each section.
 - List dates for each activity so that we can see where you've been involved long-term.
 - Use **active words** and details to show what you actually did/do for each activity. Which of the following sounds more legit?
 - "Was in charge of student council food drive."
 - "Organized, advertized, and executed 2018 Student Council food drive; 308 nonperishable items were collected."
 - Use past tense for things that have ended and present tense for things in which you're still active.
 - If you're not sure how to talk about what you do/have done, ask other people involved in that activity!
- Organizing your resume
 - Choose section headers that make sense based on your activities.
 - Always list your most important activities first in each section, then second-most, etc.
 - You may use this format or download a template online; organize it in a way that feels true to yourself.
 - Don't be afraid to use the whole page, like the sample resume does.
- Proofread! Then have a friend, teacher, parent, or other trusted person proofread it again!
- **Your resume should not be more than one page, but you can (and should) fill that page.**