UNITED STATES ACADEMIC DECATHLON

INTERVIEW - Constructing a Resume

Each decathlete is recommended to construct a resume that tells about them. Each decathlete shall bring three copies of the resume to his/her interview room. The resume will not be judged, but rather be used to assist the interview judges in engaging the decathlete in a successful, more personal interview.

A good resume 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 they will analyze their abilities, talents, interests, and activities and stress their strong points. First impressions count!

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

Tips for constructing the resume:

1. Your resume **must be typed**. Use a good quality paper. Save your resume electronically 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 resume should be neat. Carelessness and misspelled are inexcusable. Have some knowledgeable persons proofread your resume and give you tips for improving it.

3. Some things to think about including in your resume would include: extra-curricular 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.

The two sample resumes that follow are different in style, yet each seeks to highlight strong points in a straightforward fashion. Construct your resume in the style and type that best suits your interests and emphasizes your strengths.

John W. Woodson

(personal information optional)

OBJECTIVE

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

EDUCATION

Mountain View High School 2000-2002
Mountain View, MT

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 plays – "Grease," "Alice in Wonderland," "Titanic," and "Dr. Jekyll and Mr. Hyde

WORK EXPERIENCE

National Institute of Physician Recruitment and Retention
2001-2002
Mountain View, MT

Part Time - Management Information Systems

Target Discount Store 2000-2001
Mountain View, MT

Part time – Stocking and clerical

REFERENCES

Available upon request

Jana Smith

(personal information optional)

EDUCATION

Main Street High School 1999–Present
Lake Front Community College 2002

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
- Helped in 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