

Resume (for ARI)

- I. Header:** Name, address, email address, phone number
- II. Objective:** This is a short statement that describes your purpose for applying.
- III. Education:** This contains high school or college information, expected date of graduation and course of study.
- IV. Career Aspirations:** Explain in a few sentences, your career aspirations
- V. Extra-Curricular/School Experience:** For each activity, format it using the following example and include:
- Amount of time you were involved,
 - Extent and diversity of knowledge and skills
 - Extent and level of responsibilities
 - How you extended your knowledge into your community
 - Size scope and diversity of project,
 - Reflection of competency,
 - How involvement contributed to your personal growth,
- VI. Community Service, Citizenship, Leadership Experience** In this section, provide information about activities in the areas of community service, citizenship and leadership.

Format using the following example and include:

- The duration and extent of your involvement
- Your roles and responsibilities,
- The size and scope of your effort, including amount of time spent, impact and resources committed
- What you accomplished individually or as a team

EXAMPLE FOR SECTION VI.

Served as a youth member of county advisory council	August 2008-August 2009
• Served as a advocate and advisor for youth on a county level	
• Attended several meetings and county events throughout the year.	
As a member of the council, I was able to talk to county commissioners and tell them about the importance of youth issues.	