

What Can I Use on a Resume?

Look at the sample resumes for examples of what you may use in the “Skills & Activities” section of your resume. Here are some additional examples of what you may use on your resume.

Important: All information presented in the resume must be correct and presented in the best way possible. If you lie on a resume or application, you can be fired legally when the error is discovered — even if it has been years since you were hired.

- Food Handler’s Card, February 2012
- Typing speed of 45 w.p.m. — or — Typing speed of 45 words per minute
- Completed training in Microsoft Word, Excel, and PowerPoint, 2012
- Certificate of Completion in Automotive Engine Repair, June 2011
- Second Place Photography Award, Careerville County Fair, 2012
- Passed Safety Test in Wood Technology, 2012
- Tutor for third grade students, Careerville Elecmetary School, 2012
- Explorer for Careerville Fire Department, May 2011 to present
- Volunteer Karate Instructor for students ages 7 to 12, June 2012 to present
- Ham Radio License, 2012
- Careerville City Tennis Team, 2011-12
- Volunteer for Salvation Army, August 2011 to February 2012
- Retail Sales Certificate from Careerville Work Training Program, June 2012
- First Aid Certificate, 2012
- CPR Certificate, 2012
- Principal’s Honor Roll, three semesters
- Georgia State Academic Essay Award, May 2012
- Valley High School Student of the Month, May 2012
- Valley High School Drama Team, 2011 to present
- Speak some Spanish
- Bilingual in English and Spanish
- Private Pilot’s License, 2012
- Completed Pilot’s Ground School, June 2012
- AYSO Soccer Team, September 2011 to March 2012
- Peer Counselor, Valley High School, September 2011 to present
- Honors in Graphic Design from Valley High School, 2012
- Volunteer for Careerville Community Recreation Department, 2012
- Valley High School Marching Band, 2010 to 2012
- Assistant Troop Leader, Boy Scouts of America, 2012
- Junior Class Officer, Spanish Club, 2011-12
- Secretary of FBLA (Future Business Leaders of America), 2011-12
- Nurse’s Aide Certificate, June 2012
- Computer Lab Assistant, Valley High School, September 2012 to present
- Switchboard Operator Assistant, Valley High School, 2012
- Second Place, Texas State Cross Country Competition, October 2012
- Careerville Little League Coach, 2011 to present.
- ASB (Associated Student Body) Rally Committee Officer, 2011-12
- Rebuilt 1975 Ford truck engine, 2011
- Employee of the Month, Straw Hat Pizza, August 2012
- Valley High School Perfect Attendance Certificate, 2012
- Third Place Award, Valley High School Wood Technology Contest, 2012



Document your technical and creative skills, academic and citizenship successes, leadership ability, athletic and team player experiences, community or club involvement, and anything else that would impress an employer looking for an outstanding employee.

