**Resume Template Instructions**

* *You must use this template for your resume* ***(You may edit section headlines and add/take away bullets where needed)***
* *Keep the resume to 1 page (front only)*
* *When complete, save the document as a PDF and name it:*

*LastName, FirstInitial\_Resume*

1. **Insert your headshot**
   * Select the image and right click. Select “Fill” from the shortcut menu. Select “Picture” from the list. Navigate your computer to get the appropriate picture. Click okay to insert your selected image.
   * Once your image has been inserted, select it again. Go to the Picture Tools Format menu. Click on the down arrow below “Crop” and select “Fill” from the list. This will auto adjust your image to crop to the image. You can click and drag your image to place it appropriately.
2. **Update Summary of Intent**
   * List the area(s) of study you wish to pursue at the Academy
   * List the service assignment or specific role in service you hope to seek upon graduation from an Academy
3. **Update your Contact Information**
4. **Update your Name**
5. **Update your Leadership Highlights** *(Use the top 7 – no more, no less. They may be reiterated elsewhere in the resume)* Examples of Leadership Highlights include (but are not limited to):

* ***Academic Leadership***

*Holding officer roles in class, clubs, or academic teams, Leading group projects or mentoring peers, excelling in leadership within academic competitions*

* ***Athletic Leadership***

*Team captain or organizer of sports activities, promoting teamwork and sportsmanship, awards/honors*

* ***Extracurricular Leadership***

*Leadership roles in clubs, events, work, volunteering, mentorship, religious or other programs*

1. **Update Education**
   * *If you are in college, please put your college and high school information with graduation year*
   * *You may add bullets for academic accomplishments as needed*
2. **Update Athletics, Community Service/Volunteer Work, and Employment History**
   * *You may edit section headlines and add/take away bullets as needed for each section*