**Awards, Honors, and Accomplishments to Add to Your Resume**

This worksheet is designed to help you identify which awards, honors, and accomplishments you should list on your resume.

Highlight any academic achievements, awards, or leadership roles.

| * **Honor Roll or Principal’s List** (recognition for high academic achievement) * **Perfect Attendance Award** (demonstrates reliability and commitment) * **National Honor Society Membership** (academic excellence and community service) * **Scholarships or Academic Competitions** (e.g., math competitions, science fairs, essay contests) * **Athletic Awards** (e.g., MVP, team captain, All-League honors) * **Leadership Awards** (e.g., student of the month for leadership, youth leadership program recognitions) * **Community Service Awards** (e.g., President’s Volunteer Service Award) * **Artistic Achievements** (e.g., art show winner, selected performances, music competitions) | * **Career and Technical Education (CTE) Certifications** (e.g., CPR/First Aid Certification, ServSafe, Auto Tech certification) * **Career-Based Certificates** (e.g., ServSafe Food Handler Certification, OSHA 10 or OSHA 30 Certification, Certified Nursing Assistant (CNA)) * **Language Proficiency Awards** (e.g., Seal of Biliteracy) * **Scouting Achievements** (e.g., Eagle Scout, Gold Award) * **Publication Credits** (e.g., articles published in a school newspaper, poetry published) * **Internship Completion Certificates** (formal recognition from an employer or program) * **Workplace Awards** (e.g., Employee of the Month for part-time jobs) * **DECA, FBLA, or FFA Awards** (competitive business, leadership, or agriculture programs) |
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**Using the list above, list 5-10 awards, honors, and accomplishments:**

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***Now add them to your resume!***