**Resume Guidelines**

To the Applicant:

Use this form as a guide to create a resume for part 4 of the application. Incomplete or late applications will NOT be considered for membership. In addition to the resume, please include the following: a reference from a science teacher (delivered separately to Ms Schwab) and the paragraph of involvement found in part 3.

**Leadership-** List all elected or appointed leadership positions held in school, community or work activities. Include only those positions in which you were directly responsible for directing or motivating others. A student who exercises leadership is:

* Resourceful in proposing new solutions, applying principles, and offering creative suggestions
* Demonstrates initiative in promoting school activities
* Exercises positive influence on peers in upholding school ideals
* Contributes ideas that improve the civic life of the school
* Delegates responsibilities to others
* Exemplifies positive attitudes
* Inspires positive behavior in others
* Demonstrates academic initiative
* Successfully holds school offices or positions of responsibility; conducts business effectively and efficiently; demonstrates reliability and dependability
* Is a leader in the classroom and in other school or community activities
* Is willing to uphold scholarship and maintain a loyal school attitude

**Service activities-**Service generally includes those actions undertaken by the student that are done with, or on behalf of others without any direct financial or material compensation to the individual performing the service. Students in Science NHS will be expected to contribute 2 hours per month to science tutoring programs. The student who performs service:

* Volunteers and provides dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance.
* Works well with others and is willing to take on difficult or inconspicuous responsibilities
* Cheerfully and enthusiastically renders any requested service to the school
* Is willing to represent the class or school in inter-class and inter-scholastic competition
* Does committee and staff work without complaint
* Participates in some activity outside of school, for example: Girl Scouts, Boy Scouts, church or temple groups, volunteer services for the elderly, poor, or disadvantaged, etc.
* Shows courtesy by assisting visitors, teachers, and students

**Character-** A person of character demonstrates the following six qualities: *respect, responsibility, trustworthiness, fairness, caring,* and *citizenship.* The Atholton High School Science Department and general faculty, which elects new Science National Honor Society members, looks at the following characteristics of a student:

* Takes criticism willingly and accepts recommendations graciously
* Consistently exemplifies desirable qualities of behavior (i.e. cheerfulness, friendliness, poise, stability)
* Upholds principles of morality and ethics
* Complies with school regulations concerning property, programs, office, etc.
* Demonstrates the highest standards of honesty and reliability
* Regularly shows courtesy, concern, and respect for others
* Observes instructions and rules, is punctual and faithful both inside and outside of the classroom
* Has powers of concentration, self-discipline, and sustained attention as shown by perseverance and application to studies
* Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing willingness not to profit by mistakes of either self or others
* Actively helps the school to eliminate the negative influences to the environment.

Make sure that you give the science teacher of your choice the recommendation form as well as the description of the character traits