



## Attention, Seniors!



**We want to know more about you!** Are you planning to enter the military? Are you great at something other than academics? Do you excel at academics? What else is unique about you?

The Awards Committee will soon be selecting students to receive Chiles High's annual senior awards. **These awards are for both academic and non-academic achievements** throughout your high school career; so, every senior needs to complete the Senior Resumé assignment. Please be as specific as you can. The information you provide will be used to help make the selections as well as to write the script for the Senior Awards Convocation ceremony.

**Steps to follow for the 2024 Senior Resume Assignment are:**

- 1) Open the Senior Resumé Template available via Remind and on the Senior Site.**
- 2) Type your responses into the template. Please be detailed in your responses. List most important achievements first. Answer all questions using the spaces provided.**
- 3) The entry must be typed. No handwritten submissions.**
- 4) Please do not include supplemental forms.** Even if you already have a resumé completed in a different format, you need to copy and paste the information into the Chiles Senior Resumé template. You may use more than one page if need be, but keep your submission to three pages or less.
- 5) Save your completed file as LAST NAME\_First Name\_Middle Initial\_2024 (Example: DOE\_Jane\_B\_2024) and as a PDF.** To do this, select "Print" and then "Print to PDF" after saving your file. You can also select "Export" and then "Create PDF".
- 6) Upload your completed resumé file to the Microsoft Forms survey available at <https://forms.office.com/r/G7GqvrixKT> by FRIDAY, March 22, 2024. All resúms must be on this form, and every senior is expected to submit a resumé.**

If you have questions, please email Mrs. Haddock at [haddocka@leonschools.net](mailto:haddocka@leonschools.net).

**\*\*There are NUMEROUS reasons students are selected for awards, not just academics. We cannot select recipients properly if we do not have all of the resúms, and we cannot write a descent script about the students selected without their resúms. Please be sure to submit yours and do so on time!**