

Sample Expanded Resume
Freshman Admissions and Honors Program Applications

Bevo Longhorn

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Austin, Texas 78713
Longhorn4Life@email.com
UT EID: HOOKEM

EDUCATION

8/23/06-5/30/09

Longhorn Central High School

Austin, Texas

WORK EXPERIENCE

2/01/07-5/15/08

McBevo's (Austin, Texas)

Cashier

3 hrs/week

- Took customer orders and prepared feed bags for drive-thru
- Managed day-shift herd and prepared weekly schedules

6/11/08-8/01/09

Angus, Holstein and Angus, L.L.P. (Dallas, Texas)

Intern

15 hrs/week

- Assisted with preparation of civil rights motions related to the banning of cattle branding and sheep sheering practices

ACTIVITIES

10th-12th

(Includes extracurricular, community, religious and volunteer activities)

Longhorn Central High School Student Council

Member (10th-11th), Lead Horn (12th—Elected)

3 hrs/week

- Organized special movement of Longhorns to tutor horses, goats and sheep
- Represented the elder cattle in a "Eat More Chicken" leadership consortium

36 weeks/year

9th-12th

Longhorn Football Team

Water Bearer (9th-11th), Senior Water Bearer (12th—Elected)

10 hrs/week

- Provided crystal clear water for fellow steers

18 weeks/year

10th-12th

Save Our Skins Foundation

Member

1 hr/week

- Organized an anti-skinning rally involving 250 cows
- Picketed a local leather manufacturer for 24 hours

12 weeks/year

HONORS & AWARDS

9th

Texas' Shiniest Horns Award

- Selected from more than 850 longhorns in Central Texas

10th

All-District Horse Shoe Pitching Team

12th

Eagle Scout

SKILLS, TALENTS & ACHIEVEMENTS

Languages

- Fluent in mooing, huffing and stomping

Musical Instruments

- Played various horns since 3rd grade

Communication Skills

- Extensive experience mooing to large herds

Student's Full Name
 Street Address
 City, State Zip Code
 (h)713.000.0000/(c)832.000.000
 Email Address

EDUCATION

Full Name of High School, City, State 2009 – 2013
 GPA, Rank, PSAT, SAT, ACT: **ONLY** if you want to showcase them

LEADERSHIP

- Specific Activities where leadership is demonstrated 10, 11, 12
- Activities may come from clubs, work, community service 11, 12
- Leadership activity may have been one-time event 11
- Use action verbs to describe activities 9, 10, 11
 Organized...; Designed and planned...; Elected...

EXTRACURRICULAR ACTIVITIES

Category 1 (insert name-group related activities, i.e.: Band)

- Name of event/activity 4 hrs/wk-20 wks 9, 10, 11, 12
 Action verbs to describe – phrases only
- Activities may have been in school or outside of school 2 hrs/wk-32 wks 10, 11, 12
- Use action verbs to describe activities 20 hours 10
 Participated in...;
- Use categories if you have multiple years/events in an activity

Athletics (example of second category)

- List most recent and work backwards 11, 12
- Same procedure as done with category 1 activity 10, 11
- Categories not necessary if activities come from a variety of areas 9
- Academic resumes may be multiple pages – it's the primary way colleges get to know you!

COMMUNITY SERVICE

- Same procedure as above 10, 11, 12

TALENTS/AWARDS

- List, brief description if necessary, most recent first 11, 12
- May come from school, work, community service, hobbies, etc. 11

WORK/INTERNSHIPS

- Include only if applicable
- May include summer, part-time
- Any paid work – office, retail, kid-sitting, pet-sitting, lawn service, etc.

SUMMER ACTIVITIES

- This category can be combined with Work/Internships if everything is in the summer
- May include mission trips, camps, travel, taking care of siblings

OPTIONAL CATEGORY TITLE

- Use only if you want to highlight some special skills/events. Examples might include...
- Computer languages; Specialized computer software capabilities – C++, Java
- Multiple foreign languages; Special hobby – build dollhouses; design web pages
- Musical instruments; Graphic design capabilities – InDesign, Flash

SAMPLE RESUME ACTION STATEMENTS

General to Expanded

+ General Statement

Extracurricular Activities or Leadership

Captain of _____ team 4hrs/wk **11**

+ Expanded Statement

Extracurricular Activities or Leadership

Captain of _____ team 4hrs/wk **11**

- Elected (or Assigned) to position
- Arrive early and work with coach to get practices started
- Lead warm up drills
- Motivate and encourage players on and off the field

+ General Statement

Employment

Manager - _____ pool 3hrs/wk-20 wks **11, 12**

+ Expanded Statement

Employment

Manager - _____ pool 3hrs/wk-20 wks **11, 12**

- Oversee private neighborhood pool and five employees
- Trained assistant pool manager in pool duties
- Manage private parties held on site. Responsibilities include lifeguarding, scheduling personnel, overseeing pool & grounds preparations, closing pool

+ General Statement

Leadership

Journalism class- Layout & Design Editor, April edition of school newspaper 30hrs **10**

+ Expanded Statement

Leadership

Journalism class-Produced April edition of school newspaper, _____, 30hrs **10**

- Layout & Design Editor (Elected): Designed cover graphic standards, proofread, coordinated with other editors, sold ads, interviewed people and wrote articles, produced _____ using Adobe InDesign® software.

EXPANDED ACADEMIC RESUME

Create a resume that **showcases**
all your high school **activities**,

uses **action verbs**
and **action statements** for concise
descriptions,

gives the college admissions reps
a **vivid picture** of who you are,

and makes you **standout** from
all the other applicants in
a **positive way!**

Wendy Andreen, PhD
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Facebook® - "Like" Wendy Andreen, PhD – College & Career
Planning for free daily updates & information

Blog – <http://collegecareerscallings.blogspot.com>

LinkedIn – www.linkedin.com

LEADERSHIP & THE RESUME

Wendy Andreen, PhD

LEADERSHIP

- is one of the factors colleges review in a student's college application
- doesn't always mean being the president of a club
- may be demonstrated in a variety of ways so review your participation in every activity
- may be identified within your standard resume sections (Extracurricular Activities, Community Service, etc) or you may create a separate side-heading for Leadership and describe the activities that apply

ACTION VERBS ASSOCIATED WITH LEADERSHIP

Administered	Improved
Appointed	Increased
Coordinated	Managed
Delegated	Oversaw
Enforced	Reorganized
Executed	Streamlined
Hosted	Supervised

EXAMPLES OF LEADERSHIP ACTION STATEMENTS

National Honor Society 11, 12

- Elected Treasurer
- Reorganized the system to keep track of money and updated financial reports
- Streamlined the method for paying dues and established deadlines for payment
- Develop and present monthly financial reports

Assistant Coach - ABC Church Basketball League 11, 12

- Appointed by head coach in a volunteer capacity
- Organize and post practice schedule; contact team via email
- Developed Facebook® Fan Page for team to keep up with events
- Designed strategies for new plays
- Oversee drills and work with students in small groups to improve game

ACTION VERBS

Leadership Skills

Administered
 Appointed
 Approved
 Assigned
 Attained
 Authorized
 Chaired
 Considered
 Consolidated
 Contracted
 Controlled
 Converted
 Coordinate
 Decided
 Delegate
 Developed
 Directed
 Eliminated
 Emphasized
 Enforced
 Enhanced
 Established
 Executed
 Handled
 Headed
 Hired
 Hosted
 Improved
 Incorporated
 Increased
 Initiated
 Inspected
 Instituted
 Led
 Managed
 Merged
 Motivated
 Organized
 Originated
 Overhauled
 Oversaw
 Panned
 Presided
 Prioritized

Recommended
 Reorganized
 Replaced
 Restored
 Reviewed
 Scheduled
 Secured
 Selected
 Streamlined
 Strengthen
 Supervised
 Terminated

Communication Skills

Addressed
 Advertised
 Arbitrated
 Arranged
 Articulated
 Authored
 Clarified
 Collaborated
 Communicated
 Condensed
 Conferred
 Consulted
 Contacted
 Conveyed
 Convinced
 Corresponded
 Debated
 Defined
 Describe
 Developed
 Directed
 Discussed
 Drafted
 Edited
 Elicited
 Enlisted
 Explained
 Expressed
 Furnished
 Incorporated

Influenced
 Interacted
 Interpreted
 interviewed
 Involved
 Joined
 Judged
 Lectured
 Listened
 Marketed
 Mediated
 Moderated
 Negotiated
 Observed
 Outlined
 Participated
 Persuaded
 Presented
 Promoted
 Proposed
 Publicized
 Reconciled
 Recruited
 Reinforced
 Reported
 Resolved
 Responded
 Solicited
 Specific
 Spoke
 Suggested
 Summarized
 Synthesized
 Translated
 Wrote

Research Skills

Analyzed
 Clarified
 Collected
 Compared
 Conducted
 Critiqued
 Conducted
 Detected

Determined
 Diagnosed
 Evaluated
 Experimented
 Explored
 Extracted
 Formulated
 Gathered
 Identified
 Inspected
 Interpreted
 Interviewed
 Invented
 Investigated
 Located
 Measured
 Organized
 Researched
 Reviewed
 Searched
 Solved
 Summarized
 Surveyed
 Systematized
 Tested

Technical Skills

Adapted
 Applied
 Assembled
 Built
 Calculated
 Computed
 Conserved
 Constructed
 Converted
 Designed
 Determined
 Develop
 Engineered
 Fabricated
 Installed
 Maintained
 Operated
 Overhauled

Printed
Programmed
Regulated
Remodeled
Repaired
Replaced
Restored
Solved
Specialized
Standardized
Studied
Upgraded
Utilized

Teaching Skills

Adapted
Advised
Clarified
Coached
Communicated
Conducted
Coordinated
Critiqued
Developed
Enabled
Encouraged
Evaluated
Explained
Focused
Guided
Individualized
Informed
Instilled
Instructed
Persuaded
Set goals
Simulated
Taught
Tested
Trained
Transmitted
Tutored
Administered
Adjusted
Allocated
Analyzed
Appraised

Assessed
Audited
Balanced
Budgeted
Calculated
Computed
Conserved
Corrected
Determined
Developed
Estimated
Forecasted
Managed
Marketed
Measured
Planned
Prepared
Programmed
Projected
Reconciled
Reduced
Researched
Retrieved

Creative Skills

Acted
Adapted
Composed
Conceptualized
Created
Customized
Designed
Developed
Directed
Displayed
Entertained
Established
Fashioned
Formulated
Founded
Transformed
Illustrated
Initiated
Instituted
Integrated
Introduced
Invented

Modeled
Modified
Originated
Performed
Photographed
Planned
Revised
Shaped
Solved

Helping Skills

Advocated
Aided
Answered
Arranged
Assessed
Assisted
Cared for
Clarified
Collaborated
Contributed
Counseled
Demonstrated
Diagnosed
Encouraged
Ensured
Expedited
Facilitated
Furthered
Guided
Helped
Insured
Intervened
Motivated
Provided
Referred
Rehabilitated
Represented
Supplied
Supported

Organization/ Detail Skills

Arranged
Catalogued
Categorized

Charted
Classified
Coded
Collected
Compiled
Approved
Corrected
Distributed
Filed
Generated
Implemented
Incorporated
Inspected
Monitored
Operated
Ordered
Organized
Prepared
Processed
Registered
Reviewed
Routed
Scheduled
Set up
Submitted
Standardized
Systematized
Updated
Validated

More Accomplishment Verbs

Achieved
Completed
Exceeded
Pioneered
Resolved
Restored
Succeeded
Surpassed