

Resumes

The Ultimate Guide

Created especially for the Tesla STEM Class of 2021

Greetings Juniors!

As we navigate the final few weeks of your Junior year, you may begin to hear teachers referencing resumes and reference forms. Typically, your counselors would be presenting a formal Resume and Reference Form Workshop to you in the classroom this time of year. In this Newsletter, we have adapted that workshop and all its resources for you right here! In the pages ahead, you will learn everything from the basic overview of each document down to the finest details. We have templates, tips, and lots of advice!

Not only are resumes and reference forms important for your college application process, but they are both Tesla STEM Graduation Requirements under the High School & Beyond Plan! So, don't delay, create your resume TODAY!

The best news, you've already done most of the work for your college applications!! All of the late nights you stayed up studying over the past 3 years, all of your extracurricular commitments; those hours and projects and successes are in progress and/or DONE! That was the hard part. You've done the work, now we just need to package it all up into a clean, pretty, unique present to deliver to each of your colleges.

THE BASICS

I. What is a *Resume*?

- **Brief, bulleted** information kept on **1 page** that highlights your BROAD experience and skills gained through your **high school** education, activities, and work experience. See examples inside.

II. What is a *Reference Form* and Why Do I Need One?

- **Detailed, thoughtful reflections** and information about a couple key highlights of your high school experience. This is a tool for you to convey depth and CONTEXT to your recommenders! This will be covered in the next issue. You should work on your resume FIRST!

III. What is an “Activities List” and Why Do I Need One?

- **COLLEGE APP ACTIVITIES LIST:** Think of this as a combination of the resume and the reference form. You will need to sit down with both documents side by side to complete your college applications which require the activities list.



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COMING UP NEXT!

- This week: Reference Forms!

AND THEN...

- College Deadlines
- ACT vs. SAT
- Components of a College App
- Financial Aid

COLLEGE RESUMES

Written by *Alexis Allison, College Essay Guy Team*
Adapted from (<https://www.collegeessayguy.com/blog/college-resume-templates>)

HOW DO YOU SUM UP YOUR LIFE'S WORK ON A PIECE OF PAPER?

First things first. Remember that you are **not** your college resume. You are a human being, not a human *doing*. If you don't feel like you have a rockstar resume, that's okay. Work with what you've got. Now that we've got the touchy-feelies out of the way, let's talk about how to write an amazing resume.

You'll need to know a few things about yourself before we begin (hint: all these will go in your resume):

- Relevant contact information
- Detailed education history + test scores
- Experiences (think "Activities List"!)
- Awards/honors
- Additional skills



HOW IMPORTANT IS THE RESUME FOR COLLEGE?

It depends. Some colleges require or strongly recommend that you submit a resume along with your application (see [UT Austin](#)) Others forbid it (see [UVA](#)). So check with individual colleges to see what they prefer.

However, keeping a professional resume on hand will serve you in a few other ways. How? Your resume:

- Serves as a **foundation for the Common App Activities List** (or vice versa--see [this post](#) if you've already written your activities list).
- Gives teachers and counselors a framework for their **letters of recommendation**.
- Provides you with a list of ready-made talking points for an **admissions interview**.
- May inspire your Common App essay.
- Is a requirement for many **scholarships or internship and employment opportunities** (read: \$\$).
- Finally, it's like having your own business card. There's a "professional cool" factor when you've got a slick resume to slap on someone's desk.

WHAT ARE THE MOST IMPORTANT PARTS OF A COLLEGE RESUME?

Your basic college resume templates should have **four sections**, in this order: contact information, education, experience and skills. If you've received honors and awards, you'll have a separate section for those, too.

1. CONTACT INFORMATION

- Your **name**. If you go by a nickname, use the name that's attached to your college application — again, consistency is key.
- A professional **email** that you check regularly. If you don't have one, make one. If you're still using ZendayaLover99 from middle school, it's time to make a change — for everyone's sake.
- Your cell **phone number**.

John Smith

john.smith@gmail.com

123-456-7891

WHAT ARE THE MOST IMPORTANT PARTS OF A COLLEGE RESUME? (CONT...)

2. EDUCATION-Include the following:

- High School Name, City, STATE (start date– end date)
- GPA, weighted and unweighted if available. (**STEM-you **only** have an unweighted GPA along with all other WA students)
- Best test scores (ACT, SAT, AP).
- Relevant coursework. This section allows you to show off any extra classes you've taken in high school that reflect an interest in your major. So, if you want to be a doctor and you've taken Anatomy, add it!

North Shore High School, Somewhere, TX (2017-2021)

GPA: Weighted: 3.6 / Unweighted: 3.2

SAT: 1200

ACT: 30

Relevant Coursework: Advanced Journalism, Desktop Publishing, Multimedia Graphics

3. EXPERIENCE

Remember those kids who started random clubs like underwater basket-weaving just so they could write “Club President” on their resumes? Even if the club never met? Right. This section is your chance to show that you're different, because **it's more than just your responsibilities**. It's also about your *accomplishments*. What's the difference?

Responsibilities vs. Accomplishments: Maybe the underwater basket-weaving club president was responsible for hosting meetings, planning events and organizing a fundraiser. But if she didn't actually accomplish any of those things, she can't add them to her resume. So consider both your responsibilities *and* accomplishments, whether in a club, on a team, at a job, through a service project, etc. and then think of those accomplishments in terms of numbers.

Why numbers matter: Numbers give context and scale, plus they can help you stand out. Here's what we mean: Say you're the editor of your school's newspaper. Think back to how many papers you've published. How many articles? How many meetings have you led? How many students in each meeting? Say you babysit neighborhood kids. How many kids? How old are they? How often do you babysit? For how long each time? Maybe you work at a coffee shop. How many shifts per week? How many hours per shift? How many people do you serve on average each shift? Maybe you're the team captain for your lacrosse team. How many warm-ups do you lead each week? For how many teammates? Do you lead team study sessions to help keep everyone's grades up? How often?

Use strong active verbs: Once you've got the numbers, think of active verbs that describe exactly what you did. Here's your chance to show that you've led, managed, organized, created, problem-solved, budgeted, maintained, coached, produced, written, presented, scheduled, built, developed, traveled, bought, bid, sold, delivered, etc.

Some tips for organizing this section:

- List experiences in reverse chronological order, starting with your most recent activities and working backward.
- For each activity, list the organization/business (even if it's just your school), location, your position, and the dates of experience. The dates show much you've invested in that activity.
- Avoid first person. Instead of saying “I managed,” just say “managed.”
- Keep verb tenses consistent. So, if you're still participating in the activity, use present-tense verbs. If you're not, use past-tense verbs.

Want a huge list of verbs you can use to perfectly describe your experiences? Boom, [here you go.](#)

Need help thinking about your experiences?

Sit down with a parent, guardian, teacher who knows you well, or good friend, and ask them to help you remember what you've done.

Note that “experiences” can include lots of things. **Don't sell yourself short;** even taking care of your younger siblings could count, if you've spent significant time and energy!

Other things that count as experiences:

- Taking care of an elderly neighbor.
- Volunteering at your house of worship.
- Organizing weekly pick-up basketball in your neighborhood.
- Working on your parent's/friend's car.
- Organizing a fantasy football league in your class.
- Serving on the board or council for an organization/group.
- Taking summer art classes.
- Selling homemade crafts on Etsy.
- Teaching your little sister to play the guitar.
- Writing a regular blog about baking cakes.
- Showing pigs through your local 4-H troupe.
- Competing in local beauty pageants.

[Click here for a list of other activities you may not have considered--but that count!](#)

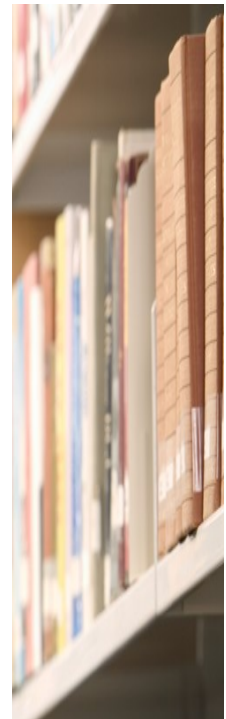
AWARDS AND HONORS SECTION (OPTIONAL)

Think of this section as your trophy case on paper. Maybe your essay last year received second prize in the school-wide writing competition, or your science fair project or miniature pony got you best-in-show. Maybe you're an Eagle Scout and you earned *all 137 merit badges* (yes, it's possible!). Maybe your ball-handling skillz got you Most Improved Player on your JV basketball team.

Get this: you can also include if you were selected for something. (Examples: "1 of 200 students selected to serve as student/admin liaison" or "1 of 4 students chosen to represent our school at the national conference.")

And, as with the Experiences section, take the time to give a brief, specific summary that captures just how awesome you are. Make sure to do this:

- Include the name of the award and, if it's obscure — or only someone from your town would recognize it — *briefly* describe what it is.
- List the organizations involved, your position and the date you received the award (month and year works).
- Be specific and use numbers. First place out of how many schools/teams/participants?



SKILLS SECTION (OPTIONAL)

This final section should be short and sweet, like a toddler eating a cupcake.

What are skills? Anything you can do that could be relevant for college or your major. If you're hoping to study theater and you can do the Daffy Duck voice or know how to swing dance, include a few gems! These often create great conversation starters for an interview, for example. Now, for some tips.

1. **Avoid clichés** like "punctual," "passionate," "organized," "hard-working," "team-player." These days everyone and their mother is a punctual, passionate, organized, hard-working team-player.
2. **Instead, focus especially on computer and language skills. Modern employers lurve 'em**
 - If you're a Google Drive maven, add "Google Apps for Work"
 - If you can rock Word, PowerPoint and Excel, add "Microsoft Office Suite"
 - If you know how to hack or code, include it.
 - If you've taken Spanish I, include it. If you're studying Arabic through Rosetta Stone, or High Valyrian through Duolingo, include it!
3. **Some examples of other skills you might include:**
 - Sports-related skills
 - Technical skills (welding, fixing cars, construction, computer repair, etc.)
 - Data analysis skills
 - Communication or teaching skills
 - Writing skills (Maybe you can create comics, or write screenplays or newspaper articles; maybe you know AP style or APA style like the back of your hand — include it!)
 - Speech and debate skills
 - Artistic skills (Which mediums can you work with? With which types of paint do you thrive?)
 - Interpretation/translation skills (This goes beyond just speaking a language!)
 - Musical proficiencies (Can you read music? Play five instruments? Sight-read?)

Keep going on the Skills section until it starts to feel ridiculous. Or until you've listed, say, 8-10 max, whichever comes first. How do you know if it's starting to get ridiculous? Give it to at least one person (but no more than three) to edit before you send it out.

Identifying Information

Include your name, address, phone number, and *professional* email address at the top.

Anatomy of a Resume

YOUR NAME

12345 SE 2nd Place, Sammamish, WA 98074 | (253)-452-5555 | yourprofessionalemail@gmail.com

Education

Tesla STEM High School, Redmond, WA

- 3.7 GPA (unweighted)
- 7 AP courses completed
- Extensive lab and internship experience

Education Section

Include high school name, City, State, expected graduation date. May add bullet points such as GPA.

Expected Graduation June 2021

Dates

Always include accurate dates! If it was a one day thing, make sure that's clear. If it was 3 hours a week for 5 months, make sure that's clear, too!

Experience

Intern, STEM Reach Program, Redmond, WA

Sept. 2019-present

Tesla STEM High School and Nat'l Center for Women & Information Technology (NCWOT)

- Mentored local middle school girls in STEM topics after school on a weekly basis
- Taught basic computer science skills to a group of 4 girls, using various programming tools such as Scratch, PyGame, and Kodu

Choosing Your Categories

The titles of your categories will vary depending on what you want to convey. Some common examples include: Activities, Experience, Honors, Volunteer Experience, Research, Leadership Experience, Athletics, etc.

Activities

Member, Tesla STEM HS National Art Honor Society

Sept. 2019—Present

- Met weekly to promote art in a STEM-focused environment
- Created art through glass work, bleach dye, watercolor, photoshop, and photography
- Designed, created, and organized installment of intricate decorations for 5 school dances
- Managed a team of 5 to design senior class logo and oversaw order and production of senior class sweatshirts

Listing your Roles

A role does not have to be a paid job or an award-winning leadership position! Colleges primarily want to know how you spend your free time. If you spent 50 hours building a drone for fun in your garage or knitting scarves for charity, include it!

Team Leader, Tesla STEM HS Key Club

Sept. 2018—Present

- Volunteered over 100 hours of service over 4 years
- Organized 7 holiday clothing and food drives, with items delivered to over 100 families in need
- Ran 4 monthly meetings for school's chapter of over 50 members
- Successfully advocated for school sponsorship of trip to regional Key Club conference in Portland, OR, which resulted in a 12-member delegate traveling to represent Tesla STEM at the regional level

Central Sound Regional Science and Engineering Fair

March 2020, March 2021

Bellevue College, Bellevue, WA

- Researched primary sources, connected with a mentor from the UW Psychology department, and conducted an experiment over a period of 5 months on the effects of social isolation as a result of social media deprivation
- Studied whether the effects of social isolation, primarily as a direct result from social media being taken away, can be compared to the stages of grief and/or addiction withdrawal symptoms
- Submitted and professionally presented final project in March 2018 related to 3D printed prosthetics to improve surgical processes for treating osteoarthritis

Northwest Association of Biomedical Research (NWABR) Student BioExpo

June 2021

- Will submit project related to 3D printed prosthetics to improve surgical processes for treating osteoarthritis

Yes, ONE page only !

YOUR TURN!

From [Seattle University Career Services](#)

STEP ONE: CONTENT *Brainstorm and choose content that highlights your qualifications, skills and relevant experience.*

- **Create your pre-resume:** Start the process out by sitting down with a blank sheet of paper and making a “master list” of all your experiences, activities, projects and awards *since the beginning of 9th grade*. This is a recommended practice to track your achievements, and provides a way for you to see what skills you’ve developed. Remember, you do not need to have won an award or had a leadership position to include something!
- Use these categories to brainstorm the experiences you have had:
 - Academic Experience and Projects
 - Work or Internship Experiences
 - Extracurricular Involvement Experiences
 - Other ideas? (See sidebar ----->)

STEP TWO: MESSAGE: *Tailor your resume to highlight and communicate in the best way possible*

- Organize bullets with the most important or relevant information first
- Start each accomplishment statement or bullet point with an active verb
- Emphasize results, skills and accomplishments rather than duties performed.
- Include numbers, percentages and awards if possible.

Follow the model below to generate accomplishment statements that will serve as bullet points in your resume:

Experience	What did I do?	How did I do this? What skills did I use?	Results & Accomplishments	Accomplishment Statement (ta-da!)
Example: Literacy Volunteer	Spent time reading to elementary school- children at local school	Volunteered three hours per week during spring quarter, worked with teacher to choose books to read, encouraged students	Children became more interested in reading, assisted teacher with activities, improved reading scores	Facilitated reading activities for five students which resulted in improving reading scores by at least one grade level

DRAFTING ACCOMPLISHMENT STATEMENTS:
Accomplishment -> Method (quantify, qualify, specify)

Examples:

- Instead of “Sold clothes” —> Produced \$1000 in daily sales by providing prompt and friendly service to patrons.
- Instead of “Responsible for campers” —> Created a positive, safe environment by planning and coordinating activities and field trips for 30 children, ages 6-12.

Need help thinking about your experiences?

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Note that “experiences” can include lots of things. **Don’t sell yourself short;** even taking care of your younger siblings could count, if you’ve spent significant time and energy!

Other things that count as experiences:

- Taking care of an elderly neighbor.
- Volunteering at your house of worship.
- Organizing weekly pick-up basketball in your neighborhood.
- Working on your parent’s/friend’s car.
- Organizing a fantasy football league in your class.
- Serving on the board or council for an organization/group.
- Taking summer art classes.
- Selling homemade crafts on Etsy.
- Teaching your little sister to play the guitar.
- Writing a regular blog about baking cakes.
- Showing pigs through your local 4-H troupe.
- Competing in local beauty pageants.

[Click here for a list of other activities you may not have considered--but that count!](#)

(from colleges-sayguy.com)

College Resume Templates for High School Students

PRO TIP: Use templates as inspiration, but create your own document from scratch! Pre-slated templates can be found in programs such as Microsoft Word, but are quite rigid and don't allow for much customization as you add things over the years.

[College Resume Template
#1: Microsoft Word or
Google Docs](#)

[College Resume Template
#2](#)

[College Resume Template
#3](#)

[College Resume Template
#4](#)

[College Resume Template
#5](#)

[College Resume Template
#6](#)

Note: To use these example [college resume templates](#) yourself, *click on the link, go to "File" > "Make a copy..." > "Ok"* and you will have your own version of the template to adjust.

Choosing the right template is kind of like choosing the right outfit for an interview. You want it to look sharp and feel like you.

Want to up your game?

**RESUME GUIDES
FROM UNIVERSITY
CAREER CENTERS**

(Including LOTS of great examples!)

[College Resume Guide #1](#)

[College Resume Guide #2](#)

[College Resume Guide #3](#)

STEP THREE: APPEARANCE & FORMAT

Showcase your experiences using a clear, readable format.

Most employers/colleges will spend **15-30 seconds TOTAL** on the initial reading of your resume. Remember to:

- Put the most important information in the top 2/3 of the page
- Make your resume easy to skim with tailored section headings
- Balance out text and white space
- Choose a legible font size (10-12) and style

STEP FOUR: CHECK YOUR WORK

Use this checklist to make sure your resume meets all the tips covered in this handout.

Content:

- Your name and contact information is easy to find on your resume.
- All relevant/important information is placed near the top of the resume.
- Resume accurately reflects the experiences you can bring to the position.
- The section headings you used highlight your experience well.
- Selected content highlights relevant skill sets and your ability to perform the job.

Message:

- The document is free from spelling or grammatical errors.
- All descriptions use action verbs to convey your experience.
- Unless you currently hold the position, resume is written using the past tense.
- Descriptions are brief and clear.

Appearance/Format:

- Resume is one complete page.
- Resume is easy for a reader to scan quickly.
- Resume has a good balance of white space and text.
- Dates, titles, and locations are listed for every item in a consistent, readable manner.
- Bullets are used effectively, but are not excessive.
- Font, size, and text formatting increases visual appeal.
- If submitting your resume via email, the document is converted to a PDF before sending.