



RESUME DESIGN

Tesla STEM High School Career Services

What We'll Cover...



Resume Basics



Format &
Function



WHY?



Collegiate
Expectations



Templates
and Examples



Create Your
Own!

THE BASICS

What is a Resume?

- **Brief, bulleted** information on one page.
- **Highlights your broad experience and skills** gained through your high school education, activities, and work experiences.

What is a Reference Form?

- **Detailed, thoughtful reflections** and information on key highlights of your high school experience.
- A tool for you **to convey depth and CONTEXT to your recommenders!**

What is an Activities List?

- Many colleges require an activities list which resembles a **combination of your resume and reference form.**
- You will use both your resume and reference form to complete this application component.

THE COLLEGE RESUME :

- 📄 Serves as a **foundation** for your Common App Activities List (or vice versa - [see this post](#) if you've already written your activities list)
- 📄 **Strengthens your recommendations.** Teachers and counselors use resumes and reference forms as a framework for your recommendation letter!
- 📄 Provides you with a list of **ready-made talking points for an admissions interview.**
- 📄 May **inspire** your Common App essay.
- 📄 **Requirement for many scholarships**, internship and employment opportunities
- 📄 **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 individual colleges for preference. Regardless, have a resume ready to go!

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

College Resume Content Requirements

Your basic college resume should have four sections, *in this order*:

1. CONTACT INFO AT THE TOP :

- **Your name:** If you go by a nickname, use the name that's attached to your college application — 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

2. EDUCATION

- High School Name, City, STATE (start date–end date)
- GPA (**STEM-you only have an unweighted GPA along with all other WA students)
- Best test scores (ACT/SAT/AP) if you have them
- 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!

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

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!

Sept. 2018—Present

Team Leader, Tesla STEM HS Key Club

- 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

3. EXPERIENCE (and/or ACTIVITIES)

- Maybe the underwater basket-weaving club president was responsible for hosting meetings, planning events and organizing a fundraiser. But if they didn't accomplish any of those things, she can't add them to her resume.

Responsibilities ≠ accomplishments

So, consider both your responsibilities **and** accomplishments, and then think of those accomplishments in terms of **numbers!** [More on this on the next slide]

AWARDS & HONORS (optional)

- Give a brief, specific summary
- 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 organization(s) 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 (optional)

- **Examples of 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;
 - 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?)

Why Numbers Matter:

Numbers give context and scale, plus they can help you stand out. Here's what we mean:

Editor of the school paper?

How many papers have you published?

How many articles?

How many meetings have you led?

How many students in each meeting?

Babysat neighbor kids?

How many kids?

How old?

How often?

Work at a coffee shop?

How many shifts per week?

How long is each shift?

How many people do you serve on average each shift?

Captain of the lacrosse team?

How many warm-ups do you lead each week?

For how many teammates?

Do you lead team study sessions to keep everyone's grades up?

How often?

Strong Action Verbs- A Necessity!

Ultimate Action Verb Inspo

Chaired	Controlled	Headed	Operated	Coordinated	Planned	Oversaw	Programmed	Administered
Built	Charted	Engineered	Formalized	Developed	Conserved	Reconciled	Diagnosed	Capitalized
Delivered	Furthered	Integrated	Streamlined	Revitalized	Aligned	Inspired	Fostered	Supervised
Navigated	Negotiated	Secured	Educated	Advised	Investigated	Qualified	Authored	Critiqued
	Edited	Reviewed	Blocked	Enforced	Completed	Exceeded	Succeeded	

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 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](#)

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](#)

CONTENT

Brainstorm and write your pre-resume:

- Start the process by sitting down with a blank sheet of paper or Word document and make a 'master list' of your experiences, activities, projects and awards since the beginning of 9th grade.

Use these categories to help brainstorm:

- Academic Experience and Projects?
- Work or Internship Experiences?
- Extracurricular Involvement Experiences?
- Volunteer Work?
- Other Ideas?

From Seattle University Career Services

View the [COMPLETE LIST OF ACTIVITIES](#) you may not have considered- that count!

Need help thinking about your experiences?

DON'T SELL YOURSELF SHORT. THESE COUNT, TOO!



Taking care of an elderly neighbor



Organizing weekly pick-up basketball in your neighborhood



Working on your parent's/friend's car



Selling homemade crafts on Etsy



Teaching your little sister to play the guitar



Writing a regular blog about baking cakes

Tailor your resume to highlight and communicate in the best way possible

After the pre-resume, complete this chart to write your accomplish statements (aka bullet points)

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, assist-ed teacher with activities, im-proved reading scores	Facilitated reading activities for five students which resulted in improving reading scores by at least one grade level

From Seattle University Career Services

Accomplishment -> Method (quantify, qualify, specify)

- 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**

YOUR TURN!



CONTENT



MESSAGE



APPEARANCE &
FORMAT



CHECK YOUR
WORK

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

CHECK YOUR WORK

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

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.

TURN IN .PDF VERSION OF
YOUR RESUME TO XELLO
TO COMPLETE YOUR
11TH GRADE HIGH
SCHOOL & BEYOND PLAN!

TESLA REFERENCE FORM

Your reference form will be used to provide important information to teachers, your counselor, and others who may eventually write you college letters of recommendation. This should highlight what you feel have been significant accomplishments during your high school years. Below are examples of helpful information to provide your recommenders. Please be thorough and thoughtful in this process as it helps others to write the best letter of recommendation on your behalf!

REFERENCE FORM

Required Senior Meeting
Material and Recommendation
Letter Asset!