Writing a Resume

Definition: A representation of your academic/employment background, skills, and accomplishments.

Purpose: To provide colleges/scholarships/counselors/job applications, etc. a **snapshot** of your skills, abilities and accomplishments. Think of it as your own personal advertisement that will set you apart from others.

Tips:

1. **Tell the truth!** Be honest and accurate. Colleges know how to spot inconsistencies in your application materials, and they won't hesitate to call your counselor to verify information that doesn't seem right. So don't tell them that you have practice for the school play for 40 hours per week—unless drama club is somehow your full-time job!

2. **Keep it *short*, but sweet!** Pare down the activities you showcase to the most brag-worthy and most representative of you as a candidate. The standard rule of thumb is to stick to one or two pages.

3. **Focus on depth and length of commitment.** When deciding which activities and accomplishments make the cut, keep in mind that colleges would much rather see you excited about a few key experiences than sporadic involvement in 20 clubs for one semester. If having an after-school job limited your ability to participate in clubs or sports, make sure your résumé plays up your work responsibilities, training, and on-the-job skills.

4. **Provide details.** The details are what set a résumé apart from a list of extracurricular activities on a standard college application. Give titles, responsibilities, accomplishments, projects, leadership roles etc.

5. **Highlight things you weren't able to write about in your college essays or short answers.** Use your high school résumé to show colleges something new. If your devotion to photography didn't make it on the application but is a big part of who you are, then showcase your photography cred on your résumé.

6. **Formatting is key**. Don't forget to proofread!

What to include: (example on back)

- Your name
- Address
- Phone
- email
- HS school name, city, state
- Grad Date (or anticipated date)
- GPA
- SAT scores
- ACT scores
- Academic awards
- Publications
- Honors
- other achievements
- Scholarships
- Extracurricular activities
- Hobbies/Special Skills (i.e. foreign languages, certifications)
- Community Service/Volunteer
- Work Experience
- Coursework i.e. summer programs, AP, Honors, workshops

Jane Smith
example@yahoo.com
Address, City, State Zip
Phone Number

Objective: Dependable and mature high school senior skilled in athletics and multitasking seeking admissions to a college where I can study Sports Medicine and study abroad.

Education:

Marquette High School- Chesterfield, MO
Anticipated Graduation Date: May 10, 2020

- **GPA:** 3.5/4.0
- **AP Courses**: English, Biology, US History
- **ACT:** 31, 32, 35
- **SAT:** Critical Reasoning-620- Math 540- Writing 560
- **Dual Credits:** St Louis Community College (College English 1)

Academic Honors and Awards:

- High School Honor Roll (2017-Present)
- All Conference Soccer (2017 & 2018)
- Spelling Bee Districts Champion (2017)
- National Honors Society (2017 & 2018)

Extracurricular Activities:

- Varsity Soccer (2017-Present)
  - Team Captain (2017-Present)
  - MVP 2018
  - Gold Award 2019
- Varsity Swim (2017-Present)
  - Team Captain (2018-2019)
- Key Club Participant (2017-Present)
  - Secretary (Present)- Notetaking, organizing meetings with all members, communicating with outside organizations
- Theatre Club (2017-Present)
  - Into The Woods- Little Red Riding Hood
  - My Fair Lady- Ensemble Cast
- High School Sports Medicine Intern (Spring 2019)

Community Service:

- Habitat for Humanity- 50 hours (2017)
  - Summer of 2017 worked on a crew for tornado victims in Oklahoma
- Teachers Assistant- AP Physics (2018)
  - Worked as an assistant and peer tutor for Mr. Jones's AP Physics class
- Peer Tutor- Biology (Present)
- Peer Tutor- Spanish (2017-Present)

Employment:

- Soccer Referee- West County Christian Youth Sports, Ballwin, MO (2017-Present)
  - Referee soccer games ages K-12
- Babysitter- Miller Family, St Louis, MO (Present)
  - Weekend babysitter for family of 4 kids ages 3, 5, 7, 10

Additional Training/Talents:

- Red Cross CPR and First Aid certified
- Certified Soccer Referee
- YMCA Babysitting Certification
- Fluent in Spanish and Russian