



Tips for Writing a High School Resume

- Be sure to update your resume at the beginning of each semester or when something has changed.
- Highlight your most relevant experience, leadership or achievement first. For example, if you've won Student of the Year, list that above your membership in 9th grade Color guard.
- Be honest. Only list activities that you've actually participated in.
- List everything you've been involved with since 9th grade. Babysitting, involvement in church, etc.
- Be specific & spell out acronyms. We know what SMILE means, but few people outside of Summit do. Describe anything you've done that may not be obvious.
- Use a font on your resume that is clear and easy to read. Try to keep it as brief as possible. Use plain, paper with no patterns.
- Get an appropriate email address. sparklekitten@...or joshlovescardinals@... Or bikinigirl@.. Is not something you want colleges to see? Create one that includes a combination of your first & last name or initials.
- Proofread your resume. You can also bring in your resume to the College Center for the College Specialist to review.