

# COMPOSING YOUR COLLEGE ADMISSIONS RESUME

Beginning in the 9th grade, all students should start a file that contains a list of your activities, awards, honors, community service hours, leadership positions, etc.

All students should begin composing a college resume at the end of their freshman year and build their resume each year thereafter. Your college resume highlights your accomplishments during high school and can be a tremendous asset when you fill out applications, meet with an interviewer, ask for recommendations, or apply for scholarships.

Unlike a professional resume, where the reader is generally looking for skills, education and experience, colleges (and the people who will write your recommendations, interview you and evaluate you for scholarships) are more interested in your scholastic and other achievements, awards, activities, athletics, leadership, community service, special talents, and how you spent your time during high school. Since applying to college is competitive, a well-developed resume, that can be easily digested, can help put you in a favorable position.

To get started, make a complete list of your extracurricular and academic life. If you were born overseas and moved to the U.S when you were in sixth grade, write it down. If you worked during the summer, make sure you have that too. Make sure you list all your extracurricular activities, jobs, honors, and awards – important and unimportant. Ask your parents, siblings and guidance counselor for input, in case you missed something!

If you have a “hook’ or “wow factor” this is a great opportunity to reinforce it and promote it. Make sure it resonates.

While there is no standard format for resumes of this type, they are typically one or two pages long and generally include much of the following information:

**Heading:** Identifying information such as: name, address, phone number, email, date of birth, and high school.

**Objective or Overview (optional):** Can be used for a specific purpose such as consideration for a scholarship or intended major.

**Key Stats:** GPA, SAT, ACT.

**Education:** High schools attended. (Optional: Senior year classes & AP or impressive courses taken prior to senior year).

**School Activities:** List activities and grade (e.g. 9, 10,11) including clubs, class activities, sports, performing groups, sports, etc. Note leadership roles and special recognition. Be descriptive: Instead of “High School Newspaper”, consider (if accurate) “Feature Editor (11) Reporter (9, 10) School Newspaper Recognized as Best in County in 2007”.

**Honors and Awards:** List along with grade (e.g. Debate Finalist – 9, 10).

**Community Activities:** List activities, leadership roles and grades during which you participated.

**Enrichment Activities:** Include relevant programs, special projects, travel experiences, hobbies, and musical accomplishments.

**Work Experience:** Starting with the most recent, list each work experience (paid, unpaid or your own business) including job title; business name and location, dates of your employment. Include anything else that would be impressive (e.g. specific duties, recognition).