CollegeBoard

FOR STUDENTS

Your High School Résumé

A helpful resource to have during the college and scholarship application process is a résumé. A résumé provides a quick summary of your extracurricular activities, special abilities and talents, and leadership skills. You may want to prepare several versions for different audiences (colleges, scholarship organizations, etc.). Be sure to have several people review your drafts for feedback on format and information.

KEY FEATURES OF AN EFFECTIVE RÉSUMÉ

- **Be concise:** Most readers will not have time to review a lengthy, rambling résumé. You want to make the most of the time you have their attention.
- **Prioritize:** Know your audience and what information will be most important for them to see. Choose your key activities or skills to highlight at the beginning of the document. This shouldn't be a long list of activities, but rather the top activities to which you have committed a longer period of time and had in-depth participation.
- **Highlight honors and awards:** With the name of the award be sure to summarize what the award was for, why you received it, and the date.
- **Provide detail:** Give a short description of the activity, time commitment, specific projects on which you served, and the leadership roles and your specific responsibilities in that position.
- **Avoid acronyms:** Although initials may reference a school club, an acronym may have no meaning to your reader. Be sure to provide a clear name of the group, and if not self-explanatory, a short description of the club's purpose.
- **Include summer programs or jobs:** Be sure to provide a brief description of the program or your job responsibilities.

YOUR AUDIENCES

- **Colleges:** If the college requires or encourages the inclusion of a résumé with the application, be sure to do so. You don't need to repeat any academic information that is available on other parts of the application (i.e., transcript).
- **Scholarship organizations:** Be sure to highlight your specific achievements or talents that meet the criteria for the scholarship. This is where your details and descriptions can be very important.
- **Educators:** For someone writing a recommendation for you, a résumé can be helpful in reminding them of your talents outside the classroom.
- **Teachers:** Mention a specific class assignment, project, or participation that they can reference in their recommendation.
- **Counselors:** Highlight any specific circumstance you would want them to comment on in their letter.
- **Interviewers:** If you are interviewing for a college, scholarship, internship, or job, you may want to have a résumé to give to the interviewer or to include in your follow-up thank-you note.

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