

How to Build a Student Résumé



Building a résumé in high school will help you get a leg up when it comes time to apply to college. The Bentley admission team offers these tips to help make your résumé stand out.

START EARLY. Keep a running list of your high school accomplishments and experiences, starting in your first year, including: academic and extracurricular achievements; sports and extracurricular activities; leadership positions; impactful courses and projects; community service, and paid work experience.

INCLUDE THE BASICS. Name, address, email and phone number, and an Education section with your high school, graduation date, and GPA (optional) . If you are Running Start, also list your community college. If you wish, highlight a few classes.

USE CONSISTENT FORMATTING. Use a conservative font (Ariel, Garamond, Helvetica or Times), font size (10 to 12 point with your name larger), line spacing, bullets and section headers (either all CAPS, **bold**, or underline).

BROADEN (AND TAILOR) YOUR EXPERIENCE. Include a mix of academic, professional, extracurricular, work and community-based experience.

INCORPORATE YOUR STRENGTHS. Highlight soft skills such as communication, organization, teamwork, attention to detail and ability to multitask. Also include technical skills: computer and foreign language proficiency.

INCLUDE NUMBERS AND FIGURES. Quantifiable evidence makes a much stronger impact than a simple explanatory sentence does. Examples: how much money you saved a school club or how many students you supervised while working at a summer camp.

BE HONEST. If you signed up for a school club but never participated, don't put it on your résumé. Honesty is key. (Yes, it's as simple as that.)

PROOFREAD. Ask a friend, family member or teacher to proofread your résumé. Leave absolutely no room for errors of any kind, especially grammatical errors. Be sure that you capitalize proper nouns (your name, months of the year, name of your high school, names of organizations and businesses).



For more tips on the college admission process, visit us at:

bentley.edu/admission-tips