



Build Your Resume'

Whether for college admission or scholarships, the resume gives you an opportunity to provide a full account of your academic and extracurricular achievements, honors and activities. Sharing your resume with your counselor and teachers is also useful so that they can write the best possible letter of recommendation. Here are a few tips on writing your resume.

Heading

Name, address, phone, and email should be included in the heading at the top of your resume. Do not include your birth date, health status or Social Security number. Only report these on your college application if requested. Make sure your email address is professional.

Education

List your educational information with name and address of high school, grade point average, and class rank.

Activities

Include clubs, programs, community service organizations, sports, and other activities you participated in during high school. Also include activities outside of school through your church or community.

Special Projects

Include things you did once or twice, not as an ongoing activity. Examples are participation in science fairs or one-day volunteer service.

Experiences or Jobs

You may choose to list any jobs you have had with a brief description.

Awards

Your awards or any accomplishments may be listed here.

Formatting

Length: The average length of a student resume is one page. However, if you have a long list of awards and activities, then write a two- or even three-page resume. Remember you are selling yourself. If you have exceptional accomplishments as a high school student, you deserve to make sure the reader is aware of them.

Type Size: Use 10 or 11 point text, 12 point for headings and 14 point for your name.

Paper: Use plain white paper. Resist colors or designs. - you want to impress the reader with content.

Copies: Laser printing or high-quality photocopying of an original resume is fine.

Tips

Update your resume regularly - at least once a year. Add new summer activities, courses, community service, honors, activities, and jobs.