Preparing & Sending Your Activities Resume

Why is a resume important?

- A resume helps you keep track of your activities and complete your college applications.
- It is a very professional supplemental document to your college applications and makes a good impression.
- A comprehensive resume helps your counselor to write a complete secondary school report/counselor evaluation.
- Resumes are often required to apply for future opportunities including:
  - Scholarships
  - On-campus jobs
  - Internships
  - Study Abroad Opportunities

How do I create a resume?

- Create a word document and get started using your Pre-Resume Worksheet as a guide.
- Include as many entries as you can think of to start – it is easy to edit down to the most important items.
- Start building your resume now and add to it as time goes by.
- Edit your resume:
  - ✓ Adjust margins, spacing, use bold and underling for emphasis.
  - ✓ Review your resume to make sure there are no spelling errors, your formatting is consistent and your resume looks professional.
  - ✓ Have your college counselor review your draft.

- **Save your edited resume to your own files.**

How do I send my resume to a college?

- You are responsible for sending your completed resume to your colleges.
- In some cases, a college application will have a place for you to upload your resume. If not, you can send a paper copy via the US Mail, or email it as an attachment to the admissions representative/office and ask that it be added to your file.

Step by Step Resume Building

Legal Name: First, Middle Initial, Last
Home Address
Email Address (One you are committed to checking)
Phone (Cell or Home)

Education – This section should be first for everyone.
Include complete school name, expected date of graduation, any academic honors or awards, leadership recognition, GPA if over 3.0 (for example: 3.5/4.0 Weighted Scale), favorite subjects etc.

Arrange Your Other Experiences:
Choose headings that make sense for you or devise your own headings. Some examples:

Volunteer Service	Honors & Awards
Work Experience	Enrichment Activities
Athletics	Skills, Talents & Achievements
Fine Arts	Extracurricular Activities
Leadership	Enrichment Activities

Rank your headings according to importance – begin with your strongest and end with your least important.
For each activity within a heading …

- Arrange entries in reverse chronological order with the most recent first.
- Include the activity, your title, where and when you participated.
- Use bold and underlining for emphasis if desired for example:

Co-Chair		**Empty Bowls**
Empty Bowls	or	Volunteer
Cretin-Derham Hall		Cretin-Derham Hall
Grades 9 through 12		Grades 11 & 12

Describe what you did for each entry using **resume language.** Use action verbs, describe achievements and give the reader some idea of scope/scale of what you did. Spell out acronyms. For example:

- Coordinated annual event to fight hunger.
- Organized student volunteers, solicited soup donations from local restaurants and managed auction.
- Event raised over $8,000 per year.

Simplify dates and time spent on each entry. For example try:

Summers 2018 & 2019	Grades 9, 10 & 11
School Year 2020-21	Grades 9 through 12

Be consistent in your format. Once you have a rough draft give it to your college counselor to help you edit. College admissions officers are interested in what you have done both in and outside of school, how much time you have committed to these activities, how much depth there is to your involvements and if you have had any leadership roles.

Samuel S. Student

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Eagan, MN 55123
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(612) 456-7890

Education

Cretin-Derham Hall
St. Paul, MN

- Expected Graduation Date May 2021
- Special academic interests include creative writing & world languages
- Awarded incoming student scholarship for excellent middle school grades

Athletics

Winter 2018-21 **Swimming & Diving Team**
Participated on CDH team and swam year round with local club team. Practiced daily, year-round with club while balancing other sports and schoolwork. Primary events included 100 Butterfly and 200 Medley Relay. Named CDH co-captain for senior year. Team went to sectionals 2018 & 2019.

Fall 2018 -20 **Cross Country Team**
Joined team as a sophomore to build endurance and strength. Learned to gage effort depending on terrain and weather conditions and to prepare for races employing training, diet and hydration. Enjoyed co-ed nature of sport.

Volunteer Service

Grades 9 – 12 **Dorothy Day Center**
St. Paul, MN
Volunteer Cook
Committed to monthly Saturday morning service, cooking & serving breakfast to homeless patrons. Managed the kitchen by junior year & encouraged fellow students to participate. Learned to appreciate struggles faced by this population & about issues surrounding homelessness.

Summer 2020 **Holy Spirit Catholic School**
St. Paul, MN
Eighth Grade Swim Coach
Organized practices and communicated with parents. Helped ten middle school students develop basic racing skills and have fun.

Work Experience

Summers 2019 & 20 **Smith Family Nanny**
Part-time summer nanny for three energetic boys. Drove them to baseball games, tutoring and swim lessons. Devised ways to limit screen time and to get them active outside. Youngest boy had developmental disabilities and required careful supervision.

Samantha S. Student
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(651) 123-4567

Education

Cretin-Derham Hall
St. Paul, MN
Diploma, May 2021

- Member of National Honor Society requiring qualifying GPA and 75 hours of service.
- Successfully completed three AP courses and Honors level classes in Spanish and Computer Science.
- Participated in week long service trip to San Lucas Mission, Guatemala

Extracurricular Activities

Grades 11 & 12 **Link Crew Leader**
Selected to help transition incoming 9th graders to CDH. Planned fun activities for orientation and ongoing meetings throughout the school year. Promoted to Link Crew Commissioner senior year.

Grades 11 & 12 **Vice President of Public Relations**
CDH Student Council
Responsible for all advertising of Student Council programs & activities. Communicated effectively with other Student Council VP's and school administration. Managed a student committee of seven.

Grades 9 – 12 **Performance Dance Team**
Learned to commit to a team effort to achieve a common goal. Daily practices during the season often exceeded three hours. Voted co-captain senior year.

Work Experience

Summers 2019 & 20 **Twin City Federal Bank, West St. Paul, MN**
Receptionist
Answered main bank line, filtering and directing calls to appropriate bank departments. Dealt with customers on a regular basis, determining problems and referring them to solutions. Organized files.

School Years **Korte's Market, St. Paul, MN**
Grades 9 -12 Cashier
Worked 12 hours per week after school & on weekends all during high school. Learned how to work in hectic environment with demanding customers. Trained new cashiers after three months. Contributed portion of earnings to CDH tuition.

Action Words for Your Resume

Achieved
Acquired
Adapted
Addressed
Administered
Analyzed
Anticipated
Assembled
Assisted
Audited
Budgeted
Calculated
Centralized
Changed
Collaborated
Composed
Condensed
Conducted
Constructed
Contracted
Converted
Coordinated
Created
Cultivated
Demonstrated
Designed
Developed
Devised
Discovered
Doubled
Drafted
Edited
Eliminated
Enforced
Established
Evaluated
Expanded
Explained
Forecasted
Formed
Founded
Generated
Guided
Hired
Implemented
Improved
Informed
Insured
Interpreted
Interviewed
Launched
Maintained
Managed
Marketed
Minimized
Motivated
Negotiated
Obtained
Operated
Organized
Originated
Oversaw
Performed
Planned
Prevented
Produced
Programmed
Promoted
Provided
Publicized
Published
Recruited
Reorganized
Reported
Researched
Resolved
Reviewed
Selected
Separated
Set up
Simplified
Solved
Surveyed
Staffed
Supervised
Taught
Tested
Trained
Used

adaptable	habitual	analytical	cautious
creative	modest	critical	aggressive
emotional	conscientious	independent	conforming
idealistic	efficient	introspective	genuine
spontaneous	inhibited	methodical	materialistic
impractical	orderly	rational	practical
independent	practical	unassuming	steady
sensitive	self-controlled	cautious	aspiring
intuitive	inquisitive	curious	generous
disorderly	ambitious	intellectual	trusting
imaginative	competitive	introverted	good-natured
impulsive	inventive	task-oriented	considerate
introspective	energetic	passive	humanistic
unconventional	optimistic	precise	idealistic
non-conforming	persuasive	reserved	kind
original	self-confident	rigid	responsible
conforming	talkative	shy	tactful
polite	adventuresome	realistic	cooperative
protective	performer	natural	friendly
structured	articulate	persistent	helpful
obedient	impulsive	concrete	insightful
precise	dominating	thrifty	sociable
persistent	pleasure-seeking	physically strong	understanding
restrained	social	coordinated	perceptive