

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
<u>Empty Bowls</u>	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 2019 & 2020	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.

Samantha S. Student

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Education

Cretin-Derham Hall

St. Paul, MN

Diploma, May 2022

- 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 2020 & 21

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

Grades 9 -12

Oxendale's Market, St. Paul, MN

Cashier

Continued to work 12 hours per week after school & on weekends all during the COVID-19 shut down as an essential employee. Learned how to work in hectic environment with demanding customers. Trained new cashiers after three months. Contributed portion of earnings to CDH tuition.

Samuel S. Student

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Education **Cretin-Derham Hall**

St. Paul, MN

- Expected Graduation Date May 2022
- Special academic interests include creative writing & world languages
- Awarded incoming student scholarship for excellent middle school grades

Athletics

Winter 2019-22

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 2019 & 2020.

Fall 2019 -21

Cross Country Team

Joined team as a sophomore to build endurance and strength. Learned to gauge 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 2021

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 2020 & 21

Smith Family Nanny

Part-time summer nanny for three energetic boys. Devised ways to limit screen time and to get them active outside within limits of COVID-19 safety restrictions. Youngest boy had developmental disabilities and required careful supervision.