

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 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.

