

The College Admission Resume

Creating your resume may seem like a daunting process, but the most difficult part is getting started. Once you get beyond the procrastination, you will find that resume writing is simply a matter of compiling your information in a logical way that highlights your achievements.

Sections to Include (*not everyone will have information for all these sections and some students will need different or additional sections*)

- A heading containing your name, address, phone number, and email
- Academic profile including your school, GPA, rank, and standardized test scores
- Academic honors and awards
- Work experience
- Extracurricular experience
- Volunteer activities
- Additional specialized course work
- Special skills (languages, programming, etc.)
- Summer enrichment programs attended
- Unique hobbies, interests or extensive travel experience

Resume Writing Tips

1. Your resume is a synopsis of your education and experience. Keep it brief and concise. One page is the rule for an admission resume with ONE exception (see examples).
2. Use action verbs in short statements for greater effect. Complete sentences are not needed.
3. Begin with the strongest statements when describing accomplishments.
4. Avoid personal pronouns and vague descriptions (i.e. Instead of "I have excellent research skills" write "Received merit award for three major research projects").
5. Eliminate repetition
6. List time involved in activities as hours/week, weeks/year
7. The arrangement of the sections is flexible based on what you want to highlight.
8. Your activities should be listed in order of importance to you, which may or may not be in reverse chronological order.
9. It is important to mention unique items that make you stand out from the crowd.
10. Be consistent throughout the resume in style.
11. Plan to have someone else look over your resume before you send it anywhere.
12. PROOFREAD!
13. Provide your resume to anyone you have asked to write a letter of recommendation.

Resume Samples

The last two pages of this package have an example and a blank template of what a resume should look like. The format can vary from person to person and college-to-college based on what you want to highlight. Length is not a concern; however, do not attempt to fill page after page with fluffy information. Stick to what is important and makes you stand out, and do not try to over inflate your profile.

Resume Action Verbs

Here are over 180 action verbs and phrases that will be useful to you. Go through the list and see which ones you can use to give punch to your resume writing.

accomplished	enabled	prepared
achieved	encouraged	presented
acted	engineered	prioritized
adapted	enlisted	processed
addressed	established	produced
administered	evaluated	programmed
advanced	examined	projected
advised	executed	promoted
allocated	expanded	provided
analyzed	expedited	publicized
appraised	explained	published
approved	extracted	purchased
arranged	fabricated	recommended
assembled	facilitated	reconciled
assigned	familiarized	recorded
assisted	fashioned	recruited
attained	focused	reduced
audited	forecast	referred
authored	formulated	regulated
automated	founded	rehabilitated
balanced	generated	remodeled
budgeted	guided	repaired
built	headed up	represented
calculated	identified	researched
catalogued	illustrated	restored
chaired	implemented	restructured
clarified	improved	retrieved
classified	increased	reversed
coached	indoctrinated	reviewed
collected	influenced	revitalized
compiled	informed	saved
completed	initiated	scheduled
composed	innovated	schooled
computed	inspected	screened
conceptualized	installed	set
conducted	instituted	shaped
consolidated	instructed	skilled
contained	integrated	solidified
contracted	interpreted	solved
contributed	interviewed	specified
controlled	introduced	stimulated
coordinated	invented	streamlined
corresponded	investigated	strengthened
counseled	launched	summarized
created	lectured	supervised
critiqued	led	surveyed
cut	maintained	systemized
decreased	managed	tabulated
delegated	marketed	taught
demonstrated	mediated	trained
designed	moderated	translated
directed	monitored	traveled
developed	motivated	trimmed
devised	negotiated	upgraded
diagnosed	operated	validated
directed	organized	worked
dispatched	originated	wrote
diversified	overhauled	
drafted	oversaw	
edited	performed	
educated	persuaded	
eliminated	planned	

Ten “Don’t Do’s” on the College Application Resume

10. “Who’s Who Among American High School Students” and other similar “awards” are not considered by colleges to be legitimate.
9. “Th” does not belong. Use 9, 10, 11, and 12 to indicated grade level. Having many ‘th’ notations makes the resume difficult to read.
8. You do not need to restate your transcript. Unless you are taking an unusual class that should be brought to the attention of admissions, let your transcript speak for your academic record.
7. Middle school does not count. Colleges are only concerned with your accomplishments in high school. The only exception to this rule is for activities of long-standing involvement, i.e. martial arts, girl/boy scouts, that you have consistently participated in over a long period of time.
6. Do not include school contact information, mission statement, or other information that pertains to your school. The resume is for information that pertains to you.
5. Do not use abbreviations. Assume that your reader will NOT know what your acronyms stand for and spell them out.
4. Do not turn your resume into a novel. Brief and concise are the keys. Save that writing for your essays.
3. Do not use multiple fonts and styles. Stay consistent in the style and font to make it easier to read. Make sure you keep this document professional.
2. Do not allow information to get lost by jumping around. Keep information grouped in a logical way that flows to form a clear picture of your activities and accomplishments.
1. Do not plan to submit your first draft. Edit, rewrite, revise, and seek advice! Get your resume into tip-top shape now and update it as needed during your senior year.

Blank Template.

Your Name

1234 Street Address, City, ST ZIP Code • phone • e-mail

Education

High School Name City, ST

GPA: *(Note weighted or unweighted)*

Class rank:

SAT: ACT:

Coursework: (specialized or out of the ordinary work only)

Academic Awards & Achievements

National Honor Society (and others)

Work Experience

Organization Name City, ST

Dates

Job Title

- Responsibilities
- Activities
- Achievements

(In this section, use descriptive verbs to detail your job and the duties you performed. In a bullet list, you must have more than one bullet point.)

Employment Skills

List your computer skill, certifications, training received....

Activities & Awards

Extracurricular Activity

Years or Grades performed

- Description of involvement
- Awards and achievements

Extracurricular Activity

Years or Grades Performed

- Description of involvement
- Awards and achievement

Community Service (and/or) Volunteer Activities

Organization

Years or Grades Performed

- Description of involvement
- Awards and achievements

#hrs/week

#weeks/yr

Organization

Years or Grades Performed

- Description of involvement
- Awards and achievements

#hrs/week

#weeks/yr

This is only an example of one way to layout your resume. Make this document a personal representation of your academic and extracurricular life. Keep it to one-page, anything beyond runs the risk of not being read. The arrangement of the areas is up to you. Whatever shows you in the best light should come first. If you do not have anything for a specific area, then delete that section. Personalize the font – as long as you keep it professional – use italics and bold lettering to call attention to specific information. Participation time must be listed as hours per week and weeks per year. You will be asked for this information in that form on the applications, so start collecting that data now.

This is an example.

Joe E. Student

1500 Your Street, Spring, TX 77379 • 281-555-1234 • joeestudent@gmail.com

Education

Big High School Spring, TX
GPA: 5.134 weighted 5.0 scale Class rank: 22 out of 886
ACT: 31 SAT: 1950

Academic Awards & Achievements

National Honor Society [11 - 12]
Academic Excellence in Physics Award, 2013
Honor Roll [9, 11]

Activities & Awards

Big High School Baseball Team 9 - 12
Left handed pitcher, First baseman

- 2013 All-District Academic Team
- 2013 All-District Honorable Mention-Pitcher
- Competed in numerous tournaments, fall seasons at Kyle Chapman baseball, team has overall winning record

League Baseball Team 9 - 12
Left handed pitcher, First baseman

- Competed in numerous varsity-level tournaments and showcases across Texas including Perfect Game in Houston, Oct 2012

Big High School MOB member 11 - 12
Select group of student leaders who drive school spirit by attending Big High School athletic events to promote positive encouragement and support in the stands. Founded in memory of beloved football player who died while a student at Big High.

Volunteer Activities

Key Club 10 -12

- Judged middle school theater contest 2 hrs/week
- Managed set-up at annual triathlon 36 weeks/yr
- Participated in carwash to raise funds for Key Club activities
- Solicited funds at annual bake sale
- Critiqued entries at annual community Chili Cook-Off

Houston Bar Association Family Day Volunteer 11

- Sorted food at Houston Food Bank during HBA's annual family workday 6 hrs/week
- Coached and cheered for Special Olympics bowling event sponsored by Houston Bar Association 2 weeks/yr

Big City United Methodist Church 9 - 12

- Assisted at Vacation Bible School each summer 45 hrs/week
 - Acted as student support for the teachers 1 week/yr
 - Performed skits and interacted with children aged K - 6 grades
- Volunteer liturgist and usher as needed