

College Résumé

A résumé is a concise summary of your education, accomplishments, experience, and skills. It serves as a personal advertisement, enabling a prospective employer or college admissions counselor quickly to get a sense about you – your goals, your interests, and your abilities.

WHY MAKE A RÉSUMÉ?

1. Your résumé will be a useful supplement to a college or scholarship application. The Apply Texas Application allows a résumé, as long as it follows a required format, in addition to a fully completed application.
2. A résumé can be used to help in filling out applications for admission, for scholarships and any other forms asking for the same information.
3. When you visit a school or communicate with anyone who plays a part in your admissions, it is always impressive to hand them a résumé.
4. Give a copy of the résumé to your counselor and teachers to aid in recommendations for admissions, scholarships or employment.

WHAT ARE COLLEGES SEEKING IN A CANDIDATE?

1. Students who:
 - a. represent an investment for the college
 - b. are active
 - c. show leadership
 - d. demonstrate skills in a specific area
 - e. will make a difference—remembered years later
2. Students who:
 - a. show initiative and passion—go beyond basic requirements to achieve something of note
 - b. ex. Student interested in foreign language—school only went through three years of Latin—student found other avenues to continue his learning of Latin
3. Well-rounded freshman class—not just a well-rounded student anymore

What Should a Résumé Contain?

There are 4 sections to a college résumé:

1. **Extra-curricular Activities (Summer Activities included)**
Ex: sports, clubs, youth group
2. **Work Experience/Internships (Employment)**
3. **Volunteer Service (Community)**
Ex: usher at church, VBS, mission work
4. **Awards/Honors (Certificates)**
Ex: Outstanding English I Pre-AP Student; All-State All Star Cast
5. **Leadership (I highly encourage you to add to this section if you have held good positions)**

Extra Sections that can be added:

1. **Skills//Academic Achievement**
 - a) *Do you have technical skills such as computer programming, etc?*
 - b) *If you have accomplished specific things with your skills, make a note of it.*
 - c) *Have you developed any skills on your own? This shows initiative and a willingness to learn.*
2. **Music/Artistic Achievement** (this is where you will put any talents—(this typically would go under Awards/Honors, but needs to go here through Family Connection)
 - a) *Musical and artistic achievement requires a lot of hard work. You need to mention the time you have put into this talent.*
3. **Additional Information (Personal Statement)**
 - a) *This is a great place to put a personal statement: A brief personal statement about anything that is special in your life that affects who you are. For example: if you lived in a foreign country or had a special experience or have a special handicap.*

To start: You are highly encouraged to write down on paper what you have accomplished while in high school. Go through each of the 4 sections. This will serve as a base for what you will be inputting into Family Connection.

How to Create a Résumé in Family Connection

The information below follows the format that students will use. Follow it step by step. *(When your résumé is printed, the Academic Information will be located at the top of the page.)*

Step 1: Academic Information *(this information will automatically show up when you print your résumé through Family Connection)*

- a) Name
- b) Address
- c) Email Address

Step 2: Go to “Add Entry” and click on “Education”. *What is bolded below needs to be typed in as stated.*

Education

- a) High School Name and Full Address
Concordia Lutheran High School
700 E. Main
Tomball, TX 77375
- b) Where it says “Degree/Grade Level”—put **High School CEEB Code: 447040**
- c) Years at school through graduation (ex: August 2008-May 2012)
- d) In the Description box: Put **GPA: _____/4.0000 weighted scale**

***If you attended another high school before CLHS, you will also need to put in their information as a separate Education section. This information will go below the CLHS information.*

Step 3: Go to “Add Entry” and click on “Extra-curricular Activities” (Summer Activities included)—follow this carefully

- a) Organization or Activity
- b) Years participated
- c) Hours per week
- d) Total Hours(not necessary but can put in)
- e) Description
- f) When you create a Description of the activity
 - i. Include any leadership roles and what year(s) you held them
 - ii. Make sure you mention how many hours per week/weeks per year you participated in each activity.
 - iii. Mention what level it is

*****Do this for each activity you add for this section.**

Step 4: Go to “Add Entry” and click on “Work Experience/Internships” (Employment)

- a) *Position/Title*
- b) *Organization or Employee*
- c) *From – To Date (Start Date—End Date)*
- d) *Hours per Week*
- e) *Description: Write short “snippets” that demonstrate what you did and what you accomplished.*

*****Do this for each activity you add for this section.**

Step 5:Go to “Add Entry” and click on “Volunteer Service” (Community)

- a) *Organization or Activity*
- b) *Dates of Service*
- c) *Total Hours*
- d) *Grades participated*
- e) *List any special accomplishments or leadership positions with your service. Demonstrate your commitment to that service.*

*****Do this for each activity you add for this section.**

Step 6:Go to “Add Entry” and click on “Awards/Honors” (Certificates)

- a) *Name of Award or Honor*
- b) *Grade(s) you earned the award or certificate*
- c) *Description: As you give a description, you need to mention what level the award was: Local, State, National.*

*****Do this for each activity you add for this section.**

If you have additional information that will fit into the sections listed below, please follow the format for each one.

Extra Information:

- **Go to “Add Entry” and click on “Skills/Academic Achievement”**
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 - b) *If you have accomplished specific things with your skills, make a note of it.*
 - c) *Have you developed any skills on your own? This shows initiative and a willingness to learn.*
- **Go to “Add Entry” and click on “Music/Artistic Achievement”** (this is where you will put any talents—(this typically would go under Awards/Honors, but needs to go here through Family Connection)
 - a) *Musical and artistic achievement requires a lot of hard work. You need to mention the time you have put into this talent.*
- **Go to “Add Entry” and click on “Additional Information” (Personal Statement)**
 - a) *This is a great place to put a personal statement: A brief personal statement about anything that is special in your life that affects who you are. For example: if you lived in a foreign country or had a special experience or have a special handicap.*

CONSIDER THESE TIPS

- Emphasize your *most significant* achievements. **Put your “best stuff” first in each section.**
- Be neat and accurate.
- Proofread carefully. Remember that this résumé is a reflection of you.
- You can only list a piece of information one time. Must choose in which section it belongs.
- Do NOT abbreviate.
- Be specific, offering examples when appropriate.
- Be honest.
- Think about leadership positions, service projects, and other activities you have done where you gained valuable skills. Be sure to list how many hours are spent in each area.
- It’s better to emphasize a few areas of major importance than a long list of insignificant activities.
- Most students simply describe what anyone in their position did, as opposed to what they specifically accomplished.

Example:

President, Student Council

As president of the Student Council, I raised meeting attendance by 25% by overhauling content and format. Creation of the first-ever, “After Hours” Prom party was part of my presidency that decreased accidents by 30%. Another fun opportunity was a faculty-student basketball game I organized where 450 students attended.