

Create a Student Resume

Create your student resume in your freshman year and then update it with additional accomplishments and activities from your sophomore and junior years. Seniors should include activities you will undertake during your senior year. Resumes may be requested as part of applications for college scholarships as well as special programs such as Youth Leadership Rutherford or Governor's School. Your resume should include:

Academic Achievements and Honors – examples include making the honor roll, being a Merit Scholar, GPA, AP scores, etc.

School Activities and Honors – examples include being invited to join Junior Beta Club or National Honor Society, participating in varsity sports, joining clubs that help your local community, joining science club and yearbook, performing duties as a class officer, being a member of the robotics or quiz bowl team, etc.

Leadership Positions – were you a class officer, club leader, or sports team captain?

Community and Church Activities (volunteer work) – examples include tutoring elementary school students, helping senior citizens, serving others at a rescue mission, helping at events for at-risk youth, etc.

Extracurricular Activities and Job Experiences – examples include speech contests, music lessons, working at a job, working at an internship, etc.

Summer Experiences and Talents – examples include participating in a theater group, guitar or singing lessons, taking a community college course, etc.

Travel Experiences (domestic and foreign) – have you traveled in the United States or to foreign countries to learn or to help others?

Resume Tips

- Emphasize your strongest achievements first. If your grade point average (GPA) is excellent, list it first along with the difficulty of your high school curriculum. Along with your excellent GPA, show all of your academic achievements.
- If your GPA is not strong, but your school and extracurricular activities are outstanding, list your activities first.
- If your SAT or ACT test scores are truly outstanding, show them at the top of your resume.

Resume Tips:

1. Stick to one page

While multiple page resumes are becoming more common among really experienced professionals, you're not quite there yet.

2. Keep it concise

Bullet points put the information in easy-to-read 'digestible tidbits' for the employer.

3. Start all bullets with a strong action verb

Examples: Facilitated, Instructed, Achieved, Implemented, Created, Developed, Devised, Utilized, Trained, Guided, Promoted, Oversaw, Supervised, Managed, etc.

4. Highlight academic information

Grade point average honors or advanced classes, ACT score, awards, etc.

5. List activities outside the school day

It is important to highlight clubs, community service, sports and other activities that participate in outside of the school day to show you are a well-rounded student.

6. Choose your skills carefully

Be clear about the technical skills that you have used in the past and document them in the descriptions of real experiences, for example computer skills.

7. Part-time jobs for work experience

Do not downplay any customer experience they have as these jobs teach problem solving skills. You can include babysitting, mowing lawns, etc. All of these demonstrate work ethic.

8. Get your contact information in order

List references with their address, phone number and email address.

9. Lastly, PROOFREAD

Let a teacher or parent look over it along with you checking for errors.