**Resume Tips**

**Student resumes should be one page and one page only!**

* You can keep a longer laundry list of activities and dates for your reference

Be honest, but not modest.

* While you should never lie or even embellish on a resume, you should draw attention to your accomplishments.

Use a simple, easy to read font

* Arial: clean and professional
* Arial Narrow: lets you squeeze in more words
* Times New Roman: traditional
* Lucida Bright: bigger

Set margins at 1” all the way around (like this is)

Writing Style and Grammar

* Use consistent punctuation and structure.
* Pay attention to verb tenses.
* No misspelled words! Do not rely on spell check. Proofread!
* Be descriptive of clubs or positions that are not obvious to the reader, but keep descriptions concise.
* Never use the word “I”. Start descriptions with an action word.
* Use action words like: selected, led, organized, awarded, created, achieved, coordinated, elected, participated, directed, wrote, published, designed.

*Bad example*: “Student Council: (10, 11) I was on the Student Council and attended the meetings every week. We had a lot of good debates in these meetings. Most of the debates were about how the school should be run.”

*Good example*: “Student Council Representative: (10, 11) Led the council in many debates about school policy.”

Organization

* Use indents or bullets to link references to similar activities together.
* Use bold print and italics to guide the reader to the most important information.
* Start with the most current information and work backwards, 9th -12th grades only.
* After the heading, list “Education” or “Academics” first. Order additional sections based on strength and importance to you.
* Include sections for extracurricular activities (school, community, enrichment), sports (school and club), leadership, volunteer work, and work experience (employment and internships).
* Consider using graphic dividers (lines or double lines) between heading and sections.

**Heading**: Name, address, phone number(s), email address, high school name, date of birth, and expected graduation date, centered at the top of the page.

* If you don’t check your email address regularly, don’t use it as contact info.
* Use a professional email – [suesmith@gmail.com](mailto:suesmith@gmail.com), not [luvsdogs@gmail.com](mailto:luvsdogs@gmail.com)

**Education or Academics**: List high school attended, and academic honors and awards

* International Baccalaureate Programme or AP classes taken.
* Key Stats: Class rank (e.g. 15/267) or percentile (top 10%), GPA, SAT, ACT
* Honors and Awards: List along with grade (e.g. Debate Finalist: 9, 10)

**Extracurricular Activities**: List activities and grade (e.g. Art Club: 9, 10, 11)

* Include clubs, class activities, performing groups, sports, religious groups, scouts, and volunteering/service. If any section is more important to you (such as sports, music, dance, scouts), separate into its own section.
* Note leadership roles and special recognition with the activity. Be descriptive: Instead of “High School Newspaper” (9, 10, 11) consider “*The Northerner* high school newspaper: Feature Editor (11) Reporter (9, 10)
* Include relevant enrichment programs, special projects, travel experiences, musical accomplishments, fluency in a foreign language, mastery of a computer software program (Adobe, Corel, Final Cut… not video games!).

***Examples:***

Spanish Club (9, 10, 11, 12)

*Vice President (11)*

Greenbriar Pool Dive Team (9, 10, 11, 12)

*Captain (12)*

*Silver Medalist: West Invitational Dive Meet (12)*

Meals on Wheels Volunteer (Summers, 2003 – present)

*Deliver 3 – 5 meals to senior citizens every Saturday*

Fluent in French

**Work Experience**: Starting with the most recent, list each work experience or internship (paid, unpaid or your own business) including job title; business name and location, dates of your employment.

***Example:***

Kirkwood YMCA Lifeguard, Atlanta, Georgia (2003 – Present)

*20 hours per week during the school year and 40 hours per week during the summer*

**Other:** (optional) Special circumstances and situations; additional details about “hook” or “wow factor”.