

How to Create A Stand Out High School Resume

Presented by Performance Prep

Why is the College Resume important?

1. Serves as a foundation for the Common App Activities List.
2. Gives teachers and counselors a framework for letters of recommendation.
3. Provides you with a list of ready-made talking points for an admissions interview and leaves interviewer with a document to reference for their summary writeup.
4. Functions as a supplement to scholarship, internship, or employment applications.
5. Some colleges require them. (And for those that don't, it can only help!)

Design Tips for a Professional Looking Resume.

1. **Choose a serif font.** A serif font looks a little more traditional and professional on a resume. Two of the most popular serif or Roman typefaces are Times New Roman and Century Schoolbook.
2. **Create a style for each level of information.** Bold or capitalize headings. Use italics or underline. Make use of bullet points. The key is consistency.
3. **Commit to one page (two pages max)/Respect white space.** Leave the document's margins at 1 inch. Keep a space between each section.

What are the most important parts of the college resume?

1. CONTACT INFORMATION

- Name/Address
- Professional email/cell #

2. EDUCATION PROFILE

- High School Name, City, State (start year-end year).
- GPA unweighted (include weighted if that information is available).
- (Optional) Best test scores (ACT, SAT, SAT Subject Tests, AP)
- **Relevant coursework.** This section allows you to show off any extra classes you've taken in high school that reflect an interest in your major.
- Academic Achievements and Awards (Honor Society/Honor Roll).



3. EXPERIENCE

Overview

- **Do a thorough inventory** of what you have accomplished over your high school career in a **club**, on a **team**, at a **job**, or through a **service project**.

- **Quantify your accomplishments and commitments:** How many meetings have you lead? How much money did you raise? How many years were you in dance? How many hours/shifts did/do you work a week?

- **Show Leadership:** What programs did you introduce in your school? What problems have you solved in your community? What projects did you initiate through your church or synagogue?

- **Use Active Verbs** to show that you've managed, organized, created, problem-solved, budgeted, coached, produced, written, presented, scheduled, built, or developed. Now is not the time to be timid or polite. Share how amazing your experience has been. **Strongly sell yourself.**

4. Organization

- **List Experience by Section:**

- ENTREPRENEURIAL, CAREER, and/or WORK EXPERIENCE
- ATHLETIC
- EXTRA-CURRICULAR
- SCHOOL, COMMUNITY and/or CHURCH SERVICE

- **List Experience in Reverse Chronological Order.** Start with your most recent activities and then work backward. Include the business/team/club/organization, your position, and the dates/grades.

- **Avoid first-person.** Instead of saying "I managed," just say "Managed."

- **Keep the verb tenses consistent.** If you're still participating in the activity, use present-tense verbs. If you're not, use past-tense verbs.

5. SKILLS

Identify online college courses, computer classes, summer research or enrichment experiences, communication, technology, or foreign language skills.

[Source: College Essay Guy]

