

# *Resume for Your First Year of College*

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## INSTRUCTIONS

- 1) Your resume as a student entering college will need to be *one page long*.
- 2) Brainstorm and list all of your experiences throughout high school. Include jobs, internships, volunteer work, community service, academic projects, student groups, extracurricular activities and hobbies. For your resume, you will want to pull items from this list.
- 3) Typically, a student resume will include: **Education, Work Experience, Extracurricular Activities, and Skills**. You can include other categories, such as Volunteering, Related Experience, Leadership, etc. Try sorting your experiences in these sections.
- 4) In each section, make sure that you are organizing your experiences most recent (at the top of the section) to oldest (at the bottom of the section).
- 5) For each experience, list the key pieces of information (*See sample resume for how to format these pieces of information*). This includes:
  - **Location-** City, State (or for an academic experience, it will be the name of the school)
  - **Position-** what role did you have for this experience?
  - **Dates-** when were you actually involved in this experience?
- 6) Describe your experiences by using **strong Action Verbs**. Use numbers to quantify accomplishments and skills, i.e. "Coordinated a team of #", "Instructed # children ages # to #" or "Managed budget of \$".
  - Example: Cared for a group of 20 elementary school children.
- 7) Use short phrases and powerful words to stress accomplishments. *Never use "I"*.
  - **Examples:** Assisted supervisor with office tasks. Provided friendly and engaging service to customers. Direct members and guests to the proper locations.
- 8) *Use the correct verb tense*. For past experiences that you are no longer doing, use past tense. For any experience that you are currently doing, use present tense verbs. Also, make sure for experience you are still doing, you make the date range read, "June 2012- Present."
- 9) *Avoid "responsible for" and "duties included,"* which use passive tone.