How To Create a College Resume

Creating a strong resume as a high school student applying to college is a great way to showcase your academic achievements, extracurricular activities, leadership roles, and work or volunteer experience. Here's are some tips for crafting an effective resume:

1. Choose a Clear Format
- While most recommend not exceeding one page, two pages is acceptable.
- Use **clear headings** (e.g., Education, Extracurricular Activities, Work Experience, Volunteer Work)
- Keep fonts professional and use consistent formatting.

2. Personal Information Contact Information including
- Full name
- Email address (professional, e.g., firstname.lastname@gmail.com)
- LinkedIn profile (if applicable)

3. Education (Avoid using too much space on this)
- Name of your high school and expected graduation date
- GPA (if strong and relevant)
- AP/Accelerated coursework

4. Extracurricular Activities
- Clubs, sports teams, student government, music, theater, etc.
- Leadership roles and accomplishments

5. Work and Volunteer Experience
- Job title, organization name, and dates
- Key responsibilities and achievements

6. Awards & Honors
- Scholarships, academic honors, competition placements

7. Skills
- Technical skills (e.g., coding, graphic design, Microsoft Office)
- Soft skills (e.g., teamwork, leadership, communication)

8. Hobbies & Interests (Optional)
- Personal projects, relevant hobbies, or interests that align with your academic goals

College Resume Template

[Your Name]
[Your Address]
[Your Email]

EDUCATION
[High School Name] [City, State]
Expected Graduation: [Month, Year]
GPA: [Your GPA] (If strong and relevant)
Relevant Coursework: [List AP/DE/Accelerated courses]
Honors & Awards: [Academic recognitions]

EXTRACURRICULAR ACTIVITIES
[Club/Sport/Organization Name] – [Position Held]
[Dates of Participation]
[Responsibility or accomplishment]
[Leadership role or impact]

[Club/Sport/Organization Name] – [Position Held]
[Dates of Participation]
[Responsibility or accomplishment]
[Leadership role or impact]

WORK & VOLUNTEER EXPERIENCE

[Job Title] – [Company/Organization Name]
[City, State] | [Dates of Employment]
[Responsibility or achievement]
[Notable impact or skill developed]

[Volunteer Role] – [Organization Name]
[City, State] | [Dates of Service]
[Responsibility or achievement]
[Impact of service]

SKILLS

Technical: [e.g., Microsoft Office, coding languages, graphic design]
Soft Skills: [e.g., Leadership, Communication, Time Management]
Languages: [e.g., Fluent in Spanish, Basic French]

PROJECTS & HOBBIES (Optional)

[Project or Hobby Name]
[Brief description and relevance to your interests]

REFERENCES (Optional)
Available upon request.

Feel free to customize this template to better fit your experiences and achievements!

Keep your resume updated.

*Please create and upload a resume to your *SchooLinks* page prior to meeting with Mr. Bergman*

Additional Tips for a Strong Resume

- **Use action verbs**: "Organized events," "Led a team," "Developed a project"
- **Quantify achievements**: "Raised $2,000 for charity," "Improved club membership by 30%"

Free Resume Resources for High School Students

- **Canva** (www.canva.com) – Free resume templates
- **Zety** (www.zety.com) – Resume builder with suggestions
- **College Board** (www.collegeboard.org) – College application tips
- **Resume.com** (www.resume.com) – Free resume builder