

## Creating a Resume for Your College Application

### **Understand the Task**

Many schools will invite you to share an optional resume. Much of the information in your resume will already be in your application, which is why a resume is usually not required. If you do choose to include a resume, think of it as a chance to link what readers already know about you (grades, scores, activities) with what they don't know (skills, characteristics, the timeline of your work history, other accomplishments.)

### **What to Include**

You will find many sample student resumes online. The example on the next page includes several key sections, with some suggestions for what you might include in each.

Formatting should be simple and unfussy. You do not need to impress readers with your graphic design skills, though you should use consistent punctuation and spacing. If you create a list, make sure every item starts with a capital letter. Bulleted lists can end with a period or without, as long as you are consistent. If your list is made up of full sentences, end each line with a period.

When you are done, always have someone proofread your resume!

## **First Name Last Name**

Street Address  
City, State ZIP  
Phone  
Email

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Description (Who are you? What are you good at?) *Example: Dependable, motivated, enthusiastic technical school student, specializing in aircraft maintenance. Skilled at problem-solving and troubleshooting.*

### **EDUCATION**

*Western High School (expected graduation June 2022)*

*GPA (optional)*

### **AWARDS & HONORS**

*Examples*

*Scholastic Writing Award for fiction, 2021*

*Orchestra Boosters top fruit seller, 2019*

### **WORK HISTORY**

Start Date – End Date, Employer, Job Title, City, State

Description

*Example: Meijer, Service Attendant, Belleville, MI*

*Bagged groceries, returned carts, answered customer questions, stocked shelves.*

*Repeat for additional paid jobs*

### **OTHER RELEVANT EXPERIENCE**

*Examples:*

*Volunteer, Western High School's Fifth Grade Camp, held for a week at Camp LMNOP*

*Took Construction Technology Courses through Oakland Schools Technical Campus (OTEC), 2020-2022*

*Youth Leadership Team Member (2014-2022), President (2021-2022)*