

## Resume Tips

- Consistency on punctuation and 1<sup>st</sup> words in bullets
- Consistency on 4 digit years (2001-2003 vs. 2 years)
- Always put Education after Objective
- Work Experience should follow Education
- List the most recent event/activity first in each section
- Try different formats and experiment with spacing
- Don't be too wordy
- Size 11 or 12 font
- Should all fit on one page—adjust margins if necessary
- Think of ways to use **Bold**, *italics*, etc. Make your resume more “scanable.”
- E-mail should be appropriate!
- Avoid being repetitive
- Test scores and GPA—include if you feel comfortable doing so or if required
- Be consistent with nouns and verbs
- Headings to use—This is not an all-inclusive list. Decide which ones work best for you and feel free to modify or add. Example—if applying for a music scholarship, have a separate section for music achievements or abilities. For an engineering scholarship, highlight relevant coursework like math and science.
  - Objective (To obtain admission at..... To gain acceptance into the \_\_\_\_\_ program.....)
  - Education
  - Work Experience
  - Special Skills
  - Activities
  - Achievements/Awards
  - References (Available upon request)
- View examples and templates available
- Proofread and edit!!!!
- These are only suggestions—make your resume your own!!

# Resume Notes

## **High School Education**

1. Name of institution: Andover Central High School
2. Location of institution (city and state): Andover, KS
3. Dates of attendance:
4. Diploma (date of anticipated graduation):
5. Overall GPA:
6. Test scores (ACT/SAT):
7. Class rank:
8. Courses completed and grades received (relevant, honors, or AP):
9. Merit-based scholarships:
10. Academic honors (include years):
11. Other school-based honors or awards:

**Informal Education**—*List the classes, seminars, and workshops you have attended that were not a part of your formal curriculum. For example, perhaps you are taking private acting lessons, or maybe you attended several lectures and workshops. Make sure you indicate the name of the class, the name and location of the organization that offered it, and the year you attended.*

**Work/Volunteer Experience**—*Repeat this section as many times as necessary.*

1. Name of employer:
2. Employer's address (city, state):
3. Job title:
4. Dates of employment (month and year):
5. Name and phone number of direct supervisor (will this person be a reference?):
6. What were your major accomplishments on the job? (Were you promoted? Did you receive an award or special recognition for your service? What did you initiate, create, design, revamp?)

7. What were your major job responsibilities? In what types of tasks or activities were you typically engaged?
8. What new knowledge or insights did you gain? This question is especially relevant for those who you have served as interns or volunteers.
9. What skills did you acquire or improve upon (ie. public speaking)?

**Activities**—*List your participation in both school and extracurricular activities (STUCO, clubs, organizations, sports, publications, etc.) Repeat this section as many times as necessary.*

1. Name of club, organization, or activity:
2. Your position or title (ie. member, treasurer). Were you elected to this position?
3. Dates of involvement:
4. Principal activities of the club or organization:
5. What did you accomplish while involved with this activity?
6. What were your major responsibilities as a member of this group?
7. What skills did you acquire or improve upon?

**Skills**—*Examples are given but please feel free to expand upon the ideas given.*

1. Computers---software packages, hardware, and programming languages:
2. Foreign languages (can you speak, write, read, interpret, or translate?):
3. Math and science—statistics, research methodology, lab procedures:
4. Business—accounting, economics, YEK:
5. Arts—film editing, camera operation, set design, graphic design:

**References**—*Provide at least 3 references.*

1. Name:
2. Title:
3. Address:
4. Phone number:
5. E-mail address: