

Creating Your Resume

The college admissions resume is created to show colleges what you have done during your years as a high school student in a one-page, easy-to-read format. It is also a helpful resource for people writing your letters of recommendations.

Your resume should be submitted with your college application either in addition to the space provided for you to complete on the application itself or in place of that space if the college application indicates you may submit your resume in lieu of completing their activities section.

In Naviance, you will find a resume builder which you can start at any time. You may access it through Naviance to add new activities, revise what you have listed, and print out to give to a teacher, coach, counselor or even a prospective employer. You can find your resume builder under the "Family Connections" section of your Naviance account.

Your resume should include the following:

Heading At the top of your resume, include your name, address, phone number, and email address.

Education List your high school(s), including location and years attended

Extracurricular Activities List everything you're involved in or were involved in within the school and outside of the school: clubs, sports, art, music, drama, journalism, religious groups, community service, and so on. Then list these extracurricular activities with the most recent at the top

For each item on your list, do the following:

- Describe the activity. Spell out acronyms. Do not assume a college knows what CROYA is. If you list an activity like CROYA put its title next to it in parentheses For example, CROYA (Committee Representing Our Young Adults)

Specify how long you have been an active member of this activity

- Mention any leadership roles, such as chairperson, executive board member, captain and so on. You can also include awards here, or list them in a separate "Awards" section.
- Put your achievements in perspective whenever possible. For example, write, "This team is ranked in the top 10 in Illinois" or "Only three students at Lake Forest High School received this award."

Awards List any awards or certificates you have received. If you have none, do not create this category

Academic Recognition Indicate if you have been on the High Honor Roll or Honor Roll and the number of times or semesters and any additional academic recognition you have received. Again, if you have none, do not create this category

Summer Activities List and explain your summer activities. You may include family vacations, hobbies and camps you attended here. List them in chronological order, most recent first and make any comments next to the activity if you feel they would be helpful in explaining an activity more fully

Work Experience Include, if applicable, any jobs you have held during the school year as well as in the summer. If you did an unpaid internship, mention it here as well as the fact that you were not compensated for your work.

Additional Information If there is something you did that does not fit into any of the categories above, include it here.

SAMPLE RESUME

Alexandra Student
1234 Academic Lane
Lake Forest, Illinois 60045
(847) 555-5555
astudent@lfschools.net

Education Lake Forest High School, Lake Forest, Illinois, 2007-Present

Extracurricular Activities Forest Trails Yearbook Staff (10, 11, 12) Editor, senior year
Lake Forest High School Swim Team (10, 11, 12) Co-captain, senior year
American Red Cross Club (9, 10, 11, 12)
Spanish Club (9, 10, 11)
Religious Youth Group (9, 10)

Awards Most Valuable Player, Varsity Swimming, Junior Year

Academic Recognition On Honor Roll four semesters

Summer Activities Habitat for Humanity trip to Louisiana, summer of 2010
CIT (Counselor in Training) at Park District camp 2008-2009
Family vacations every summer for a month to Door County, Wisconsin
Water skiing, wake boarding, hiking

Work Experience Part time job during the school year as a clerk in a clothing store
Saturdays during the school year, 2008-Present

Additional Information I volunteer as a helper to an elderly lady in my neighborhood with taking out her garbage, shoveling her snow and mowing her lawn
I also do a lot of babysitting for my neighbor's children for free