

STUDENT RESUME

Purpose: Your resume is used like a business card in that it should set you apart. It summarizes things about you, especially your true passions, that are important to colleges and helps you establish your “leverage”. Currently, colleges accept, but do not require, student resumes. **Your resume should not exceed two pages.**

Instructions: **Ask your family and/or close friends and acquaintances for help.** The resume should be saved and updated frequently. Use the resume headings exactly as outlined below. Make multiple copies and use them for college visits, applications, recommendations, interviews and scholarships. Be sure to give a copy to your counselor.

Your Full Name
Complete Street Address
City, State Zip Code
E-Mail Address or Phone Number

School, Grade and Graduation Year:

Cumulative GPA:

Best ACT or SAT: Leave blank if not taken.

Five Words That Describe Me:

Careers I Am Considering: You should list one or more.

Passion(s): Crucial category! Can give you vital **leverage** (helps you stand out from the crowd). A true passion is considered by colleges as any activity you are good at, are dedicated to, and positively impacts others. It can be related to school, home, community, friends, etc.. Use the following four steps to describe your passion(s):

1. **List the passion.** Do not list more than two passions.
2. **Time commitment.** Number of years spent developing your passion.
3. **Leadership.** “Impact statements”. Using one or more of the following action verbs, and by giving specific examples, describe how your passion has directly impacted others in the **past** and **present**, and how you plan to have it impact others in the **future**: *coach, defend, guide, introduce, lead, manage, motivate, negotiate, new ideas, organize, plan, publish, research, set group/individual goals, supervise, mentor, teach, tutor, volunteer, etc..*
4. If applicable, list any **awards, accomplishments and recognition** you have earned, or expect to earn through your passion.

Other Strong Interest(s): Other things you are strongly interested in, besides those passions listed above.

Other Leadership Role(s) In or Out of School: List and briefly describe other leadership role(s) besides your passion(s). If none, do not list topic.

Volunteerism: If none, do not list topic. You can repeat things previously listed.

Summer Activities: List your most notable activity(s) and the year.

Job(s): If none, do not list topic.

Award(s): List and briefly describe your main award(s). If none, do not list topic.

Note: The most selective colleges look for state, regional or national awards.