

HOW TO COMPOSE YOUR COLLEGE ADMISSION (HIGH SCHOOL) RESUME

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Your College Admission Resume is a special resume that highlights your accomplishments during high school. It can be a tremendous asset when you fill out university applications, meet with interviewers, ask for recommendations and apply for scholarships.

Unlike a professional resume, where the reader is generally looking for skills, education and experience, colleges (and the people who will write your recommendations, interview you and evaluate you for scholarships) are more interested in your scholastic and other achievements, awards, activities, athletics, leadership, community service, special talents and how you spent your time during high school.

Since applying to college is often very competitive, a well-developed resume can help put you in a favorable position.

To get started, make a complete list of your extracurricular and academic life. Make sure you list all your extracurricular and summer activities, jobs, honors and awards – important and unimportant. Ask your parents, siblings and guidance counselor for input, in case you missed something!

If you have a “hook”, your resume is a great opportunity to promote it.

While there is no standard format for resumes of this type, they are typically one or two pages long and generally include much of the following information:

- **Heading:** Identifying information such as: name, address, phone number, email, date of birth, high school
- **Objective or Overview (optional):** Can be used for a specific purpose such as consideration for a scholarship or intended major
- **Key Stats:** Class rank (e.g. 15/267) or percentile (top 10%), GPA, HPA, SAT, ACT



- **Education:** High schools attended. (Optional: Senior year classes & AP or impressive courses taken prior to senior year)
- **School Activities:** List activities and grade (e.g. 9, 10, 11) including clubs, class activities, sports, performing groups, sports, etc. Note leadership roles and special recognition. Be descriptive: Instead of “High School Newspaper”, consider (if accurate) “Feature Editor (11) Reporter (9, 10) School Newspaper Recognized as Best in County in 2007”.

- **Honors and Awards:** List along with grade (e.g. Debate Finalist - 9, 10).
- **Community Activities:** List activities, leadership roles and grades during which you participated.
- **Enrichment Activities:** Include relevant programs, special projects, travel experiences, hobbies, musical accomplishments
- **Work Experience:** Starting with the most recent, list each work experience (paid, unpaid or your own business) including job title; business name and location, dates of your employment. Include anything else that would be impressive (e.g. specific duties, recognition).
- **Other:** (optional) Special circumstances and situations.
- **References (optional):** Name and relationship

	Full Name			
Street Address City, State, Zip			Cell Phone: 123-456-7890	
			Home Phone: 123-456-7890	
			Email:@gmail.com	
EDUCATION / ACADEMIC				
..... High School		(Start Date – Present)		
..... Address				
Rank: ## / ## (Top% of Class)				
HONORS, AWARDS & SPECIAL RECOGNITION				
• Name of Honor				
Description				
o (grade)				
EXTRA-CURRICULAR ACTIVITIES				
• Name of Activity (9, 10, 11, 12)				
Description				
o Position or Role (grade)				
VOLUNTEER & COMMUNITY OUTREACH				
• Name of Activity (9, 10, 11, 12)				
Description				
o Position or Role (grade)				
EMPLOYMENT / SUMMER				
•				
INTERESTS & OTHER				

Lynn Radlauer Lubell is the Publisher of InLikeMe.com, a nationally renowned website for college-bound students, parents and counselors, and the Founder of Admission By Design, an Educational Consultancy, based in Boca Raton, FL