

STUDENT RESUME FOR COLLEGE APPLICATIONS

Many college applications ask for information regarding out-of-school activities, awards, work and volunteer experience, and other "special" experiences you may have had. Rarely does the college application provide enough space to adequately (or neatly) respond to this category data.

A short resume' is a good way of addressing this issue while giving a college application an air of maturity and polish. Here are some suggestions you may consider. Title your resume'- activity summary so that admissions officers know what they are looking at. Some examples are: Resume', Activities Resume', Student Summary, and Background Highlights. Place this title at the top of the page. Always include your name, address, phone number. Here is an example:

<p style="text-align: center;">NAME Address Phone Number E-mail address</p> <p style="text-align: center;">EDUCATION Eastern Senior High School Class of 2007</p> <p style="text-align: center;">INTERESTS & ACTIVITIES</p> <p style="text-align: center;">Academic Awards: Media Student of the Year 2006 Science Olympiad 2006</p> <p style="text-align: center;">Athletics: Football – 9th, 10th, 11th 12th Freshmen Football– Quarterback, Team Captain Sophomore Year – Varsity Letter, Olympic Conference Champions Junior Year – Varsity Letter Senior Year – Varsity Letter, Captain, Olympic Conference Sportsmanship Award Baseball – 9th (Team Captain), 10th, 12th Wrestling – 9th</p> <p style="text-align: center;">Extracurricular Experiences/Activities: 2006 Representative to New Jersey Boys State – elected State Senator -11th National Honor Society -11th, 12th Tutor Varsity Club – 11th, 12th St.. Andrew's Youth Group – 9th, 10th, 11th</p> <p style="text-align: center;">Volunteer Work: Dooley House – aided in demolition of abandon housing to re-build for the needy – 11th, 12th South Jersey Food Pantry – packed food for distribution – 10th, 11th, 12th St. Andrew's CCD Program – teacher's assistant – 9th, 10th, 11th, 12th</p> <p style="text-align: center;">EMPLOYMENT Cashier for Genuardi's Family Markets – January 2005 – present</p>

Choose a format that you like best. In all cases, try very hard to keep the document to one page. Highlight awards and leadership activities. Do not list personal recognition programs such as "Who's Who." Be honest and don't try to "pad" your resume. Fill in your most important activities if they ask for your activities on their form, and then write "see attached" and include your resume. Do not leave it blank.

As with anything you place in the college application, make sure it is neat, well-organized, spelled correctly and properly labeled.