

# STUDENT RESUMES

# What is a student resume?

- List of your accomplishments
- Highlights your involvement
- Gives a more complete picture of “you”
- Everything you do...in addition to school

# What is it used for?

- Job applications
- College applications
- Scholarships
- Military
- Letters of recommendation

# What information should I include?

- Objective
- Education
- Work experience
- Volunteer experience
- Activities
- Awards/Honors
- Skills
- References

# Objective

- States your goals
- Can be specific: “I want to earn a bachelor's degree in psychology from Colorado State University.”
- Can be broad: “I want to graduate from high school and earn a college degree.”

# Education

- High school information
  - GPA
  - Class rank
  - Graduation date
- College information
  - Classes taken

# Work Experience

- Past or present jobs
- Summer jobs
- Part-time work
- Work in- or out-of-school
- Include job title, employer information, dates and responsibilities

# Volunteer Experience

- List all community service work
- Can be CSW that was done with a group, club, sports team, individually, etc.
- Be specific with dates and details



# Activities

- Sports
- Clubs
- Organizations
- Include dates, positions and responsibilities

# Awards/Honors

- Awards you have won
- Special recognitions
- Academic
  - Outstanding Performance in Algebra
- Athletic
  - Volleyball-Most Valuable Player
- Community
  - Masonic Award

# Skills

- Description of your skills and abilities
- Should speak to your accomplishments and be **RELEVANT** to your goals

# References

- People who can be contacted and can talk about your skills, accomplishments, character, etc.
- Must get permission to list a person as a reference
- Do not use relatives as references

# Other Information

- Include any other RELEVANT information that gives insight into your character and abilities
  - Languages
  - Programs
  - Specific activities