**Create a Student Resume**

Create your student resume in your freshman year and then update it with additional accomplishments and activities from your sophomore and junior years. Seniors should include activities you will undertake during your senior year. Resumes may be requested as part of applications for college scholarships as well as special programs such as Youth Leadership Rutherford or Governor’s School.

Your resume should include:

**Academic Achievements and Honors** – examples include making the honor roll, being a Merit Scholar, earning a high class rank, successfully passing Advanced Placement (AP) tests, etc.

**School Activities and Honors** – examples include being invited to join Junior Beta Club or National Honor Society, participating in varsity sports, joining clubs that help your local community, joining science club and yearbook, performing duties as a class officer, being a member of the robotics or quiz bowl team, etc.

**Leadership Positions** – were you a class officer, club leader, yearbook editor, school newspaper editor, or sports team captain?

**Community and Church Activities** (volunteer work) – examples include tutoring elementary school students, helping senior citizens, serving others at a rescue mission, helping at events for at-risk youth, etc.

**Extracurricular Activities and Job Experiences** – examples include speech contests, music lessons, working at a job, working at an internship, etc.

**Summer Experiences and Talents** – examples include participating in community theater, joining a bike club where you take weekly bike rides as a group, guitar or singing lessons, taking a community college course, etc.

**Travel Experiences** (domestic and foreign) – have you traveled in the United States or to foreign countries to learn or to help others?

**Resume Tips**

* Emphasize your strongest achievements first. If your grade point average (GPA) is excellent, list it first along with the difficulty of your high school curriculum (download School Profile pdf (Link=Home–School Profile) for reference). Along with your excellent GPA, show all of your academic achievements and honors.
* If your GPA is not strong, but your school and extracurricular activities are outstanding, list your activities first.
* If your SAT or ACT test scores are truly outstanding, show them at the top of your resume.
* Admissions officers don’t always realize the importance of some of your achievements, so make sure exceptional achievements are fully explained.

Quick Links

Student Resume Example #1 (<http://mycollegecalendar.org/explore/pdf/student-resume-format-a.pdf)>

Student Resume Example #2 (<http://mycollegecalendar.org/explore/pdf/student-resume-format.pdf)>