

Resumes for College Admissions

Many colleges require a resume for general admission or for acceptance into a particular academic area of study. Even if the college you are interested in does not require a resume, it is a good idea to have a current copy of a polished presentation of your skills and achievements. You may need it for a job or internship. Begin preparing your resume as early as the 9th grade and take a few minutes to update and revise it every year.

Tips for Writing a Resume

- Always include a heading with your name, address, and phone number
- List in reverse chronological order
- Use quality paper
- Use a businesslike font (avoid scripted styles)
- Avoid using “I”
- Never more than two pages
- Proofread carefully
- Begin preparing in the 9th grade and update every year (list everything you can think of at first and then revise later)

Some Sample Subtitles

The following is a list of ideas for subtitles to go under your heading. Only select a few from the list or some of your own. Always include the subtitle “Education” in which you list the high school(s) you have attended or are currently enrolled in and your graduation date or expected graduation date.

Work Experience
Community Service
Leadership Roles
Areas of Experience
Selected Skills and Accomplishments
Interests
Skills
Travels
Education

Employment History
Community Involvement
Qualifications
Selected Accomplishments
Awards
Hobbies
Leisure Activities
Sports

Some Examples

Community Involvement

- Member, County Young Republicans Club
- Volunteer in national, state, and local campaigns
- Participated in youth mission trip to Kentucky to lead Bible schools

Skills

- Word processing (45 wpm) and basic office tasks
- Floral design and arrangement for homes, receptions, and weddings
- Sewing and tailoring, fabric selection and coordination
- In-home child care for handicapped youth
- Accomplished pianist

Hobbies

- Obedience training: yellow Labrador and German shepherd puppy
- Engineering and Robotics

Selected Skills and Accomplishments

- Automotive: installation and repair of engines, transmissions, water pumps, heaters, and brake systems.
- Construction: carpentry, plumbing, concrete.
- Construction equipment: bobcat, backhoe, trencher, jackhammer, and forklift.
- Remodeling: Assisted in remodeling century-old home, including insulation, dry walling, plumbing, window installation, carpet-laying, and painting.

Leisure Activities

- Avid reader of Shakespeare and other classics
- Creative writing: short stories
- Oil painting: winner of numerous awards in local competitions
- Biking enthusiast

Special Projects

- Served as a team leader on a mission trip to Venezuela
- Cleaned yards in Mississippi after Hurricanes Rita and Katrina