

Tips for Resume Writing

1. **Shorter is better.** Most college admissions counselors or potential employers have little time to read each application. Therefore, when creating your resume you should think about including only the most important information. Condensing this information into one or two pages is acceptable (though two pages are not recommended unless you have a long work history).
2. **Stand out in the crowd.** When formatting your resume, ask yourself, “If I were looking at fifty applications, what could I do to make mine stand out and look professional?” If your resume looks drab, spruce it up with sections and eye-catching formatting (see some of the resume templates). Be sure to create a resume that has a logical flow and provides a format that is easy to read.
3. **Target your audience.** Tailor your objective to a specific job experience, college, or even college major. The more specific your goals, the easier it will be to choose the most salient information to include in your resume.

4. **Keep it professional.** When writing your resume, it is important that you do not include information like your age, birth date, race, religion, or other demographic information. It is also not advisable to include a photo unless you are applying for a performing arts college or job opening. Also remember to use standard English- avoid slang terms or jargon when creating your resume (AIM or text messaging abbreviations are not acceptable here).
 - a. Do include:
 - i. Name, address, phone numbers, and e-mail address
 - ii. The objective of your resume (college, specific job etc...)
 - iii. Education information (college and high school)
 - iv. Professional Skills (languages, computer skills etc...)
 - v. Possibly identify any course work that you have already taken that would make you a better candidate for a specific job or a specific department at a college (Ex: you could put AP Psychology down if you were applying to SUNY Plattsburgh for a Psychology Major).
 - vi. Work/Volunteer/Internship experiences
 - vii. Clubs/Leadership Experiences
 - viii. References (if this is a resume for work related purposes. College Applications normally require separate references, so they are not as necessary on resumes for college admissions).
5. **Show them you are classy.** Don't print your resume on plain old computer paper, buy some heavier, more quality paper that is white, ivory, or crème colored. Avoid using bold colors, fonts, or graphics on your resume. Simple but classy is the rule of thumb.
6. **Focus on formatting:** Formatting so that your resume catches your employers/college admission counselor's eye is important, but be careful not to over-do. Here are some general formatting guidelines:
 - a. Keep your formatting consistent to maintain flow. If you use bold font for each subheading- make sure you do it for *every* subheading.

- b. Use bullets to discuss job/volunteer/internship responsibilities- this helps condense information and provides a cleaner look to your resume. This makes it seem easier to read.
 - c. Use action words to describe job responsibilities (see attached list of action verbs).
 - d. Use 8 ½ x 11 pages with a 1 inch margin.
 - e. Avoid fonts that are bold or difficult to read, use Times New Roman or Arial fonts at 10 or 12 font. Do not mix and match fonts on your resume.
 - f. Prioritize your information- you can do this by putting the most important information more towards the top of the page in each section.
 - g. When formatting you can use bold face, small caps, and even different sized fonts to create sections to your resume or make it more interesting, but use these types of formatting options sparingly.
 - h. Be sure to keep explanation and descriptions clean, concise, and consistent in verb tenses.
7. **Proofread like you have never proofread before!!**: Read, re-read, and have your friend and family read the resume until you are convinced it is mistake free. Counselors and English teachers are also good proofreaders for your resume.
8. **Resumes are not like cookie cutters**: It is important to remember that not everyone's resume will look exactly the same. People have different methods of creating and formatting a resume. Just make sure that you include all the pertinent information, tailor the information to your audience, and prioritize your information so that the most important information stands out. For more information on resume building you can refer to the following websites:
- a. <http://www.aie.org/HighSchool/Jobs/Resumes/index.cfm>
 - b. <http://www.collegeboard.com/student/plan/high-school/36957.html>
 - c. <http://www.gii.in/resumes/writing-a-high-school-student-resume/>
 - d. <http://www.professional-resume-example.com/high-school-student-resume-example.html>

References:

Developing Your Resume. Retrieved September 21, 2008, from Adventures in Education Web site: <http://www.aie.org/HighSchool/Jobs/Resumes/index.cfm>

High School Student Resume Example. Retrieved September 21, 2008, from Professional Resume Examples Web site: <http://www.professional-resume-example.com/high-school-student-resume-example.html>

Student Resume Examples. Retrieved September 21, 2008, from Resume Resource Web site: <http://www.resume-resource.com/examples-student.html>

Resume Writing 101. Retrieved September 21, 2008, from Collegeboard Web site: <http://www.collegeboard.com/student/plan/high-school/36957.html>

Writing a High School Resume. Retrieved September 21, 2008, from Sample Resumes Web site: <http://www.gii.in/resumes/writing-a-high-school-student-resume>

St. Lawrence University Career Services and Leadership Education. (2007). *Career Guidebook Series: Resume Writing* [Informational Booklet]. Canton, NY: Career Development Center.

Resume Writing Worksheet: Gathering Information

***Use this worksheet as a guide to begin thinking about your educational, personal/social, and community service experience. Please jot down the information below including any dates/time frames for participation that you can recall.

Education (include high school/college education):

Honors and Awards: (Scholarships earned, Honor Roll, Honors Society, Any other Awards should be included here as well):

Experience (Jobs, Summer Jobs, Volunteer Experiences):

Skills (language, computer etc...):

Extra-Curricular Activities (see attached sheet for assistance):

STUDENT NAME: _____			Music	Years Involved	Positions Held
PLEASE COMPLETE THE FRONT AND BACK			Area All-County	9 10 11 12	
			Area All-State	9 10 11 12	
Clubs	Years Involved	Positions Held	Band	9 10 11 12	
Amnesty International Club	9 10 11 12		Chorus	9 10 11 12	
Chess Club	9 10 11 12		Jazz Band	9 10 11 12	
Class Officer	9 10 11 12		Orchestra	9 10 11 12	
CFES (College for Every Student Club)	9 10 11 12		Select Vocal Ensemble	9 10 11 12	
Communications Club	9 10 11 12		NYSBDA H.S. Honor Band	9 10 11 12	
Dance Club	9 10 11 12		NYSSMA	9 10 11 12	
Debate Club	9 10 11 12		Other		
Drama Club	9 10 11 12				
French Club	9 10 11 12		Sports		
GSA (Gay Straight Alliance Club)	9 10 11 12		Aerobics	9 10 11 12	
GAPP (German American Partnership Program)	9 10 11 12		Baseball	9 10 11 12	
Holiday Club	9 10 11 12		Basketball	9 10 11 12	
Key Club	9 10 11 12		Bowling	9 10 11 12	
Leadership	9 10 11 12		Cheerleading Basketball	9 10 11 12	
Managers & Service Club	9 10 11 12		Cheerleading Football	9 10 11 12	
Model UN Club	9 10 11 12		Cross Country	9 10 11 12	
Multi-Cultural Club	9 10 11 12		Football	9 10 11 12	
National Honor Society	9 10 11 12		Golf	9 10 11 12	
Peer Mentoring Club	9 10 11 12		Gymnastics	9 10 11 12	
SADD	9 10 11 12		Hockey	9 10 11 12	
Science Club	9 10 11 12		Indoor Track	9 10 11 12	
School Newspaper Club	9 10 11 12		Soccer	9 10 11 12	
Student Council	9 10 11 12		Softball	9 10 11 12	
Varsity Club	9 10 11 12		Swimming	9 10 11 12	
Yearbook Club	9 10 11 12		Tennis	9 10 11 12	
Other			Track & Field	9 10 11 12	
			Volleyball	9 10 11 12	
			Weightlifting	9 10 11 12	
			Other		
PLEASE COMPLETE THE FRONT AND BACK OF THIS FORM				Please return to the guidance office	

Ima Senior

57 Happy Graduate Drive, Apt. 10
Plattsburgh, NY 12901
Imasenior57@yahoo.com
518-555-5600

OBJECTIVE

- ❖ To be admitted to a post secondary institution to pursue a degree in Biochemistry.

EDUCATION

- ❖ **Plattsburgh High School**, Plattsburgh, NY
September 2005- June 2009
- ❖ **Clinton Community College**, Plattsburgh, NY
September 2008
Completed Courses: English 101, Calculus 224

HONORS

- ❖ National Honor's Society - Fall 2007- June 2009
- ❖ High Honor Roll- Fall 2006, Spring 2008, Spring 2009
- ❖ Augsbury North Country Scholar, St. Lawrence University Scholarship, Spring 2009
- ❖ New York Leaders of Tomorrow Scholarship Recipient, Spring 2009
- ❖ Track and Field State Champion, Spring 2009

EXPERIENCE

- ❖ **Cashier**, Old Navy Apparel Outlet, Plattsburgh, NY- November 2008- June 2009
 - Performed basic customer service skills
 - Operated a cash register
- ❖ **Mentor**, Big Brothers and Big Sister Program - September 2007-June 2008
 - Responsible for meeting with a fifth grade student once a week
 - Planned activities and events to participate in together
 - Participated in community service events
- ❖ **Camp Counselor**, Camp Aldersgate, Brantingham NY - May 2007-August 2007
 - Supervised activities for ten children weekly
 - Planned camp events for camper participation
 - Devised weekly bible study lessons for daily devotional lessons.

EXTRA-CIRRICULAR INVOLVEMENT

- ❖ Yearbook Editor, September 2007-June 2009
- ❖ Senior Class Secretary, September 2008- June 2009
- ❖ Multicultural Club Participant, September 2006-June 2009
- ❖ Member of the Plattsburgh High School Tennis Team, September 2006- June 2009
- ❖ Actress, 2008 production of "Guys and Dolls," Spring 2008
- ❖ Key Club Member September 2007-June 2009

SKILLS

Language: Written and Oral Proficiency in French

Computers: Skilled in Microsoft Word, Excel, and Publisher.

Action Verbs

accelerated	consolidated	financed	marketed	renovated	uncovered
accomplished	constructed	fixed	maximized	repaired	unearthed
accounted for	consulted	followed	mediated	reported	unfurled
achieved	continued	forecast	mentored	represented	unified
acquired	contracted	foresaw	met	rescued	updated
adapted	controlled	formulated	modeled	researched	upgraded
added	convinced	forwarded	modified	resolved	used
addressed	coordinated	fostered	monitored	resulted in	utilized
adjusted	copied	found	motivated	restored	weighed
administered	corrected	founded	moved	returned	welcomed
advised	counseled	gathered	negotiated	revealed	won
aided	counted	gave	netted	reviewed	worked
allocated	crafted	generated	observed	revised	wrote
alphabetized	created	governed	obtained	saved	
analyzed	critiqued	graded	offered	saw	
anticipated	dealt	greeted	opened	scheduled	
applied	debated	grossed	operated	screened	
appointed	decided	guided	ordered	scrutinized	
appraised	defined	handled	organized	secured	
approved	delegated	headed	originated	selected	
arbitrated	delivered	heightened	overcame	sent	
arranged	demonstrated	helped	oversaw	separated	
assembled	designed	hiked	paid	served	
assessed	determined	housed	painted	serviced	
assisted	developed	hunted	participated	set	
assumed	devised	identified	perceived	shaped	
assured	diagnosed	illustrated	performed	shipped	
attained	digested	implemented	persevered	shored up	
attended	diminished	improved	persuaded	showed	
audited	directed	improved	photographed	sifted	
authored	discovered	included	piloted	simplified	
authorized	documented	incorporated	pioneered	smoothed	
awarded	drafted	increased	planned	sold	
balanced	dramatized	indexed	played	solved	
began	drew	indicated	policed	sought	
boosted	drew up	influenced	prepared	specified	
bought	dropped	informed	presented	spoke	
briefed	drove	initiated	prevailed	started	
brought	earned	innovated	processed	stopped	
budgeted	edited	inspected	produced	strengthened	
built	elected	inspected	profited	streamlined	
calculated	eliminated	instructed	programmed	studied	
cataloged	employed	insured	projected	submitted	
caught	encouraged	interpreted	promoted	suggested	
caused	enforced	interviewed	proofed	summarized	
chaired	enlisted	introduced	proved	supervised	
changed	ensured	invented	provided	supplied	
checked	entered	investigated	publicized	supported	
chopped	established	joined	purchased	surveyed	
chose	estimated	judged	qualified	targeted	
clarified	evaluated	kept	quickened	taught	
classified	examined	launched	raised	tested	
cleared up	excelled	learned	ran	tightened	
closed	executed	lectured	rated	took	
coached	exercised	led	read	took over	
collected	expanded	licensed	realized	trailed	
combined	expedited	lifted	reasoned	toured	
communicated	experimented	located	received	tracked	
compared	explained	logged	recognized	trained	
completed	explored	looked	recommended	transferred	
composed	expressed	made	reconciled	transformed	
computed	extracted	maintained	recorded	translated	
conceived	facilitated	managed	recruited	traveled	
conceptualized	familiarized	manipulated	redesigned	treated	
concluded	fashioned	mapped out	reduced	troubleshoot	
conditioned	figured		referred	tutored	
conducted	filed		related	typed	