

Student Resume Outline

Your Name

Email Address

Your High School Name

Extracurricular Activities

List any clubs or organizations you were involved in or out of school

You should briefly describe the activity and try not to use abbreviations

List any leadership positions held

Indicate what grade you were involved in the activity

Awards and Honors

You can either list this section separately or next to the area it is related to. For example you may want to list “High Honor Roll” here but would list “all-County” next to the sport.

Community Service

List all community service activities for which you have volunteered. Include what you did, what organization you were helping and what grade you were in. You may want to have a brief description of the service.

Athletics

List different sports teams you were on (in and out of the school) and if you held any leadership positions (i.e., Captain). Include grades involved in the sport. List any awards or honors you received (i.e., All-County, Scholar-Athlete of the Week).

Employment and Internships

List and describe the jobs you’ve held since 9th grade. All work is important and colleges want to know about it. Include the position and hours per week/summer spent. Mention any special recognition you received.

Summer Experiences

Only complete this section if you were involved in any special programs over the summer. This may include (but not limited to) summer college experiences, art programs, athletic invitational camps, leadership seminars, and travel abroad experiences.

Special Talents and Interests

Briefly mention any special talents and interests you have. Speak with counselor with regards to what is appropriate to include.

Note: On the Common Application there is a section for your activities. You should complete that section. The resume you create can be uploaded at the end of the Common Application under “additional information”. This allows colleges to see *all* of your extracurricular activities and experiences. If you would like your Guidance Counselor to send a hard copy with your transcript please make sure they receive it when you hand in your Parent Brag Sheet and Autobiographical Record.