



## How to Prepare a Resume

### General notes:

- Use 12 point font. Calibri or Garamond is a good choice.
- Use action verbs. No need to write full sentences or use “I.”
- Use numbers whenever you can: How many years? How many people? How much money?
- For example: one of four selected from a group of 20; 3<sup>rd</sup> in the state; raised more than \$10,000 in three months; assisted 2 hours per week in a classroom of 25 3-6 year-olds.
- Instead of dates, prefer years in high school, counting from July to July. For example, Freshman-Sophomore; Junior-present; Senior.
- The goal is to keep it to one page, so you may have to limit your use of bullets, reduce to 11 point and/or change the margins. For the first draft, though, be as expansive as you need to be.

You should start with a heading, with your name larger than the rest of the body type, bold and in all caps:

### **SUZY B. STUDENT**

**Your Town, NJ  
(123) 456-7890**

**Youremail@gmail.com  
linkedin.com/in/suzy-student**

*Or*

### **SUZY B. STUDENT**

**Your Town, NJ | 123-456-7890 | youremail@gmail.com | linkedin.com/in/suzy-student**

*(If you don't have a LinkedIn address yet, use your street address to take up the extra space.)*

Next, you will begin with your major categories – all caps, bold, underlined, centered. Everyone will have Education. Here is a sample

### **EDUCATION**

**Your Town High School**, Your Town, NJ

**Class of 2021**

Cumulative GPA 3.5, 4 APs

*Or list AP courses separately (if no APs, you can list honors courses)*

AP Courses: AP U.S. History (4); AP English Language and Composition (3); AP Calculus AB (enrolled); AP English Literature (enrolled)

Academic Honors and Awards: *(This includes only things related to your high school)*

- Medal for Excellence in English (Sophomore)
- Honor Roll (Freshman-Senior)



## WILTSHIRE COLLEGE CONSULTING

### Coursera

Sophomore

Introduction to Computer Science

- Six-week, online independent study course
- Covered topics X, Y and Z in computer science
- Earned certificate of completion.

### Cornell University Summer Program

Junior

The Digital World and You

- Received 3 college credits for on-campus course
- Covered digital music, web technology, robots, computer games, human-computer interaction, privacy and security
- Earned a B+.

Below are some other major sections you might use. Include only those that apply to you; no one will have them all! As with Education, head each section with all-caps, bold, 12-point centered title. Here is a generic entry to come under the major sections:

### Position

H.S. Years

Organization, City, State

*Or those two can be reversed, if you want to emphasize the organization over the position.*

General statement about what you did for them. This might be enough, but if necessary include bullet points.

- Bullet point one
- Bullet point two (*You must have at least two bullet points, if you are going to use bullets.*)

Here are some major categories you might have, with some sample entries for each. Notice that sometimes I have included sample entries in two categories. I have done this to show that a resume can be organized differently depending on what the writer wants to emphasize. For instance, is playing the piano part of Other Interests, or does it rate its own entry under a separate Music category? Do you just write for the school newspaper, or is writing a big thing in your life that deserves special treatment? *You* should list each entry only once.

## ACTIVITIES

### Chemistry Olympics Team

Freshman-present

Member, Co-President (Junior-Senior)

Represent Your Town H.S against other schools around the state.

- Weekly practices involving X, Y and Z.
- Team earned 4<sup>th</sup> place in Environmental Research competition against 33 schools state-wide in 2010.



## WILTSHIRE COLLEGE CONSULTING

### **Robotics Club**

**Freshman-present**

Participated in First Robotics Competitions in 2016-19. In 2019, came in third out of 29 teams.

### **Best Buddies**

**Freshman-present**

Group of 25 students meets weekly and over weekend lunches with students on the autism spectrum. President, Junior-present.

### **Student Newspaper**

**Freshman-present**

Beat reporter

Meet weekly with staff to produce 4-page monthly issue covering Your Town H.S. and the surrounding communities.

- Selected and edited foreign language short stories, poems and artwork for annual foreign language special issue
- Regularly covered Student government and local school board
- Co-editor, Junior-present

### **High School Orchestra**

**Sophomore-present**

Played flute for two years in the Wind Ensemble and Concert Band. Chosen first chair senior year.

### **Environmental Club**

**Sophomore-present**

Member

Through bi-weekly meetings, club initiates and oversees environmental projects throughout the school, acting as liaison between lower, middle and upper school green teams. Helped organize and plan all-school events such as the Green Cup Challenge to reduce school energy consumption (2016).

### **Freshman Mentor**

**Junior-present**

Assigned to a group of 10 freshmen, worked with them first at a fall retreat, and then partnering throughout the year in advisory groups.

## **COMMUNITY SERVICE**

### **Lincoln Elementary School**, Big Town, NJ

**Sophomore-present**

Volunteer Art Teacher

Once a week, assist art teacher in a fourth-grade classroom of 15 special needs students.

### **Best Buddies**, Your Town, NJ

**Freshman-present**

Group of 25 high schoolers meet weekly and over weekend lunches with students on the autism spectrum.

- Elected President, Junior-present.
- Awarded State of Illinois, Best Buddies President of the Year



## WILTSHIRE COLLEGE CONSULTING

**Essex County Commission on the Status of Women**, Big Town, NJ

**Senior-present**

Junior Commissioner

Work with 20 other competitively selected high school seniors to promote the expansion of women's rights and to develop related service projects in underserved communities through Department of Human Services.

**Boys and Girls Club of YourTown**, Your Town, NJ

**Freshman-Sophomore**

Volunteer tutor.

In weekly afternoon visits, helped inner city children with homework and led after school activities such as sports, computers, and games.

**YWCA Camp Na-Kee-Wa**, Tall Mountain, NY

**Freshman**

Volunteer counselor-in-training

Over six-week program, five days a week, aided counselors in camp activities such as sports, arts and crafts, and aquatic events.

### **SPORTS** (or Athletics)

**Your Town H. S. Girls Varsity Soccer**

**Freshman-present**

Started as midfielder and forward all four years. Received Most Improved Player award, 2015.

**New Jersey Strikers Girls Club Soccer**

**Freshman-present**

As a Forward, play year-round competing against 22 other teams in the U18 league.

- Co-Captain, Junior-Senior
- 2016-17 record: 24 wins, 3 losses, went to State semi-finals.

**Your Town H.S. Girls Basketball**

**Sophomore-Junior**

Guard, defense

Started on the Junior Varsity sophomore year, moved up to Varsity Junior year. Received Most Valuable Player Award on JV team for 2015-16 season and Most Improved Player Award on Varsity for 2016-17 season.

### **EMPLOYMENT** (Or Work Experience)

**YWCA Camp Na-Kee-Wa**, Tall Mountain, NY

**Freshman**

Counselor-in-training (*This listing belongs here if paid.*)

Over six-week program, five days a week, aided counselors in camp activities such as sports, arts and crafts, and aquatic events.

*You may choose to give dates for employment, rather than school years.*



## WILTSHIRE COLLEGE CONSULTING

Your Town Special Recreation Department, Your Town, NJ

Summers 2016, 2017

Program Assistant

One day a week (8 hours) aided physically and mentally challenges students, aged 3-9, with various sports activities.

Angus, Holstein and Broderick, LLP, Big Town, NJ

Summer 2018

Intern

Twenty hours per week for seven weeks, assisted with preparation of civil rights motions related to X, Y, and Z.

### MUSIC

High School Orchestra

Sophomore-present

Played flute for two years in the Wind Ensemble and Concert Band. Chosen first chair senior year.

Piano Performance

Freshman-present

Private lessons since age 5, with 10 hours' weekly practice. Repertoire includes X, Y, and Z.

- Young Artists Gold Medal, 2016
- State Concerto Honorable Mention, 2017

### ART

Lincoln Elementary School, Big Town, NJ

Sophomore-present

Volunteer Art Teacher

Once a week, assist art teacher in a fourth-grade classroom of 15 special needs students.

Photography

Freshman-present

Focus on unconventional portraits including: underwater photography, double exposures, and the mixing of other mediums

- Honors-level high school classes have covered basic camera skills, as well as studying a range of artists and photographic styles.
- Won Grand Reserve Champion, photo editing, 2016 Lake County Fair
- Double Exposure of Swimmer Chosen for Display at Central Suburban Art Exhibit 2017
  - <https://link>

Ceramics

Freshman-present

Twice-weekly sessions using the wheel and kiln at school. Bowls with XXX glazes a specialty.

- Worked as teacher's aide during summer workshop for 30 8<sup>th</sup> graders. Summer 2016.
- Won Scholastic Achievement Gold award for vase, 2018. Link to picture: <http://link>

Art Institute of Big Town, Big Town, NJ

Summer 2015

Revised 5/3/2018

[BWiltshire@alumni.harvard.edu](mailto:BWiltshire@alumni.harvard.edu)

847-660-8625



## WILTSHIRE COLLEGE CONSULTING

Student of painting and drawing

Won Blue ribbon award in summer gallery for watercolor portraits.

### WRITING

#### Student Newspaper

Freshman-present

Beat reporter

Meet weekly with staff to produce 4-page monthly issue covering Your Town H.S. and the surrounding communities.

- Selected and edited foreign language short stories, poems and artwork for annual foreign language magazine
- Regularly covered Student government and local school board
- Co-editor, Junior-present

#### Blogging

Sophomore-present

Posts published biweekly with topics such as politics, poetry and goulash.

- Average post reaches 260 people
- Visited by about 1,500 readers in 25 different countries
- <https://blogname.blogspot.com>

### COMPUTER SCIENCE

#### Robotics Club

Freshman-present

Participated in First Robotics Competitions in 2016-19. In 2019, came in third out of 29 teams.

#### Coursera

Sophomore

Introduction to Computer Science

- Six-week, online independent study course
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### OTHER SKILLS

*Or might have a combined category "Other Skills and Interests"*

*Computers:* Advanced knowledge of Microsoft Word, Publisher, Power Point, and Excel

*Language:* Advanced knowledge of Spanish; 2nd year French

*Child Care:* Cared for neighborhood children in their homes



WILTSHIRE  
COLLEGE CONSULTING

*Piano:* Eleven years of instruction; participate in annual recitals and play contemporary and classical music

### **OTHER INTERESTS**

Drawing and painting, watercolor portraits

Running 3 miles per day, outdoors

Snowboarding

Playing Monopoly with my family