

## Writing Resumes for Scholarship/Admission Applications

This information will get you started.  
Produce a draft, and then get an advisor's help.

### What is a Resume?

A resume is a data sheet that markets your credentials. It outlines your skills and qualifications and prompts potential employers to talk to you further about the opportunities they offer. A resume gets you in the door, but it doesn't get you the job. You'll get a job offer as a result of successful interviews.

### Create a Master List

The first step is to recall and list every experience you can think of including volunteer/community service, internships, paid jobs, and major research projects. You should also list campus activities, student organizations, and all of your educational experiences. Don't worry about the format yet. This master list will provide you with all the information you need to create your resume and cover letter and prepare for interviewing.

### Elaborate On Your List

Next, write descriptions of the items on your list. Include information about your specific responsibilities, skills used, and outcomes you obtained. Use action verbs in your descriptions ([see the Action Verb list](#) below). Remember to tailor the descriptions to the types of jobs and employers you're targeting. Think about the skills you used in each of your positions that will be of interest to potential employers. You're trying to convince an employer that your skills transfer to the type of position for which you're applying.

### Organize Your Resume

After you have written descriptions for your positions, you'll need to decide how to organize your experiences, and what to include in the resume. You do not need to include every experience in your list. Be strategic. Focus on those experiences that will be of most interest to your prospective employer.

There are a few sections that are common to most resumes:

#### **CONTACT INFORMATION**

It's a good idea to include both your current school address and a permanent address. Be sure that your phone numbers are correct, and always include an email address. You only need to list one email address, but be sure you check it frequently. If you use an email address other than your Oberlin one, be sure to use a professional sounding address. Do not include your social security number or date of birth.

#### **OBJECTIVE**

This is optional. If you choose to include one, make it a concise declaration of the position you seek in a specified area, department, or industry i.e. a summer internship in a public relations firm. You will elaborate on this more fully in your cover letter, so if you can better use the space on your resume

to list relevant experiences and skills, skip the objective.

## **EDUCATION**

This section gives details about your college, degree, graduation date, and majors. An overall GPA and a Major GPA are optional. Typically, include your GPA if it is 3.0 or higher and add your Major GPA if it is higher than your overall GPA. Include study abroad or additional educational institutions if appropriate. Generally, you will not include high school, unless your high school is well known or is relevant to the employer (it is assumed you graduated from high school to get into college).

## **EXPERIENCE**

This is the main part of your resume. Use the descriptions you wrote while compiling your list, being sure to begin them with action verbs. Strive to be concise. You should not use full sentences or try to write eloquent prose. Illustrate descriptions with specifics about numbers, outcomes, and goals you met. Omit all personal pronouns.

Try not to be redundant with your job title. For example, if you were a staff writer for The Review, don't just say you "wrote articles for The Review". That is implied by your title. Instead try to indicate how many articles, about what, whether you conducted interviews, etc.

Write the description of your experiences either using bullets or in a paragraph style. Again, make sure it is easy to read. Bulleted statements can contain more than one sentence and be more than one line if needed. Don't use bullets if you choose a paragraph style. Other sections will depend upon your background and what will be of interest to the prospective employer. You may include some of the following:

## **SKILLS**

List your computer, language, and other relevant skills.

## **ACTIVITIES/LEADERSHIP/EXTRACURRICULAR ACTIVITIES**

If not already included in the Experience section, use this section to describe activities you've participated in, especially if you played a leadership role. This section is especially useful for students and recent grads who do not yet have a great deal of work experience.

## **PUBLICATIONS/PRESENTATIONS**

Particularly useful for academic resumes, this section allows you to elaborate on relevant academic work you've done.

**FIELDS OF INTEREST** (major/minor; or possible fields of interest)

## **VOLUNTEER ACTIVITIES**

## **AWARDS**

## **Format Your Resume**

After you have determined what information you would like to include in your resume, you must choose a format in which to present it.

Most students and recent grads use some variation of a chronological format where experiences are listed in reverse chronological order (most recent first). You can list either your employer or your job title first – typically you will start with whichever is stronger and be consistent.

You should emphasize experiences that are relevant to your objective or experiences that demonstrate specific transferable skills that would be needed. If these relevant experiences are not necessarily your most recent or are volunteer or extracurricular, you can still feature them first by using a Relevant Experience section. Give a good amount of detail and be specific in your descriptions. Other experiences can be listed under an Additional Experience section with much less description.

Other formatting options include functional and combination resumes. In these types of resumes you describe experiences under specific skill headings (see sample below).

### **Length:**

Your resume should be one page long. Two-page resumes are acceptable only under certain circumstances. Remember that employers spend very little time scanning your resume. Good information on the second page might never be seen. It's best to keep the resume succinct and leave out unrelated experience. If you must use a two-page resume, make sure your name is at the top of the second page.

### **Appearance:**

There are many creative ways to design a resume. You want it to be easy to read, so have a good balance of text and white space. Don't try to be too creative. Stick to something that can be read quickly and easily.

### **Margins:**

One-inch is standard, but you can use slightly smaller margins if needed. Make sure your resume is centered on the page.

### **Font Size/Style:**

An 11-inch font size is standard. Times and Times New Roman are two professional looking styles. Use only one font style in your resume.

### **Finalize a Draft**

Print your resume on the same paper you will use for your cover letters. Do not use standard photocopy paper. Choose a conservative color: white, ivory, off-white, light gray or eggshell.

**Proofread, proofread, and proofread!** Even if you use spell-check and grammar-check, proofread carefully and have your resume critiqued by at least one other person. The best way to proof your resume is to read it out loud to another person who has a copy of it.

If your resume is for a specialized or technical field (science, theater or computer science for example), be sure to have a faculty member in your department look it over.

### **Action Verbs To Use When Describing Work Experiences:**

accumulated	enhanced	performed
adapted	established	persuaded
administered	estimated	planned
advised	evaluated	prepared
analyzed	examined	presented
appraised	facilitated	prioritized
approved	financed	produced
assembled	founded	programmed
audited	generated	promoted
authored	governed	proposed
broadcast	guided	proved
budgeted	heightened	provided
built	identified	publicized
calculated	illustrated	published
catalogued	implemented	purchased
clarified	increased	questioned
communicated	inspected	recommended
compared	installed	reduced
compiled	integrated	regulated
composed	interpreted	reorganized
computed	interviewed	researched
conducted	introduced	reviewed
constructed	invented	rewrote
consulted	investigated	scheduled
controlled	launched	screened
coordinated	lectured	served
correlated	maintained	simplified
corresponded	managed	solved
created	marketed	strengthened
delegated	mastered	succeeded
demonstrated	measured	supervised
derived	mediated	systematized
designed	modeled	taught
developed	moderated	traded
devised	monitored	trained
directed	motivated	translated
discovered	negotiated	upgraded
earned	organized	verified
eliminated	originated	wrote

Sample resume for college visits or college/scholarship applications; this is an example; include information that highlights YOUR STRENGTHS! This is only one format. You may find several example templates you may choose from.

**Name**  
**Address**  
**Phone #**  
**Email – if Available**

**College Major/ Career Goal:**  
*(include this only if you have one)*

G.P.A.: *(only if 3.0+)*  
ACT: *(if top 25%)*  
SAT: *(if top 25%)*

### **Education**

Rogers Senior High School    Rogers, Arkansas  
Graduation date: May 2008  
Weighted GPA:  
AP courses taken:  
College courses taken:

### **Honors and Awards**

- National Merit Semi-Finalist, (11)
- Lamp of Learning Academic Achievement Award (9, 10, 11)
- Missouri All State Choir, (10, 11)

### **High School Activities**

- Pioneer Yearbook Staff (10, 11, 12)  
    *-Editor in Chief (12)*
- KHS Swim Team (10, 11, 12)  
    *-Varsity Team Captain (12)*
- KHS Choir (9, 10, 11, 12)
- Spanish Club (9, 10, 11)

### **Community/Volunteer Activities**

- Meals on Wheels Volunteer (Summers, 2003-Present)  
    *- Deliver 3-5 meals to senior citizens every Saturday throughout the year.*
- Church Youth Group (9, 10, 11, 12)  
    *- Coordinated over 100 youth members for a 2-week mission trip.*

### **Awards**

National Merit Finalist  
Who's Who Among American High School Students  
Chamber of Commerce  
Rotary Youth Leadership

### **Work Experience**

- Kirkwood YMCA Summer Gymnastics Camp Instructor (2003-Present)  
    *- 20 hours per week during the school year and 45 hours per week in the summer.*

- Kirkwood Library (2000-02)
  - Approximately 10 hours per week during the school year.

### **Interests**

- Diving – Greenbriar Pool Dive Team (6 years)
- Dancing – Ballet, tap, jazz (10 years)

**NOTE: Each university/scholarship will provide the information it requires on a resume. ALWAYS use that list and put the information in the same order/format as listed.**

This information was shared on the website: [www.georgetownisd.org](http://www.georgetownisd.org)