

## CREATING A RESUME

### **What is a Resume?**

A resume is a concise – one to two page – document that presents you, your interests and accomplishments. It includes:

- your general information
- your education
- your activities and achievements
- your experiences
- your interests

### **What do I do with a Resume?**

You are expected to include your resume with each college application submitted. In addition, it is advisable to bring your resume with you to college interviews so that the interviewer will have a better understanding of who you are and what you have accomplished.

### **How do I develop a Resume?**

Resumes are created by taking inventory of what you have achieved during your years in high school. Look at the attached resume for formatting and the types of general information and activities that are typically included in resumes of high school students.

### **Some Guidelines:**

1. Do not abbreviate names or use initials of clubs. For example, outside of Holmdel, most people do not know what “SAB” is. So spell it out – “Student Advisory Board”.
2. Within each category, list activities by year beginning with Grade 12. Obviously, leadership positions should also be included. When appropriate, describe the accomplishments you achieved as leader of the group.
3. Include activities related to school and those outside of school, e.g., volunteer work, religious/cultural/ethnic group activities, sports teams, etc.
4. Type your resume. Check for spelling and grammatical errors. It is a good idea to ask another person to read it and give you some feedback.
5. Remember this resume you create presents who you are in paper form. Its contents should be accurate and truthful as well as neat and easy to read. Be advised that colleges may randomly check the accuracy of statements made by students regarding extracurricular activities.