

# STUDENT RESUME

## Goal: Nonacademic Leverage

**Purpose:** Your resume is used like a business card in that it should set you apart. It summarizes things about you, especially your true passions, that are important to colleges and helps you establish your “leverage”. Currently, colleges accept, but do not require, student resumes. **Your resume should not exceed two pages.**

**Instructions:** **Ask your family and/or close friends and acquaintances for help.** The resume should be saved and updated frequently. Use the resume headings exactly as outlined below. Make multiple copies and use them for college visits, applications, recommendations, interviews and scholarships.

\*Be sure your counselor receives your updated resume as s/he serves three important roles: 1. “Information Provider”- provides pre-application college planning information. 2. “Application Processor”- responsible for sending your transcript, test scores and counselor’s evaluation to the colleges. 3. “Go-Between”- the person colleges often call if there are questions about your candidacy.

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**Your Full Name**  
**Complete Street Address**  
**City, State Zip Code**  
**E-Mail Address or Phone Number**

**School, Grade and Graduation Year:**

**Cumulative GPA:**

**Best ACT or SAT:** Leave blank if not taken.

**Five Words That Describe Me:**

**Careers I Am Considering:** You should list one or more.

**Passion(s):** Crucial category! Can give you vital **leverage** (helps you stand out from the crowd).

- A “true passion” is considered by colleges as any school or nonschool activity you like, are good at, dedicated to, share with others, and has two key elements:
  - \***Time commitment.** Number of years building your passion.
  - \***Leadership.** Use one or more of the following terms, with examples, to show how your passion helps you help others: teach, tutor, mentor, guide, coach, ideas, create, plan, organize, conduct meetings, demonstrate, lead, lead by example, control, research, etc..

When describing a passion, you can use past, present and future examples.  
Do not list more than 3 passions.

**Other Strong Interest(s):** Other things you are strongly interested in, besides those passions listed above.

**Other Leadership Role(s) In or Out of School:** List and briefly describe other leadership role(s) besides your passion(s). If none, do not list topic.

**Volunteerism:** If none, do not list topic. You can repeat things previously listed.

**Summer Activities:** List your most notable activity(s) and the year.

**Job(s):** If none, do not list topic.

**Award(s):** List and briefly describe your main award(s). If none, do not list topic.  
Note: The most selective colleges look for state, regional or national awards.

5/31/12

