

Creating a Student Resume

What is a Student Resume?

A student resume is a record of a student's accomplishments, extracurricular activities/club involvement, hobbies, and volunteer history. It is a one-page document highlighting different attributes a student possesses to help the student stand out as an applicant.

Why Do Students Need to Create a Student Resume?

- **To help prepare for the future**
Creating a student resume can help a student focus on the future and determine the types of skills and experiences needed for the career pathways the student is interested in pursuing.
- **To help a student land a part-time job or internship**
When applying for a part-time job or internship, students will need a resume to showcase current skills, experience, and qualifications.
- **For scholarship applications**
Scholarships often require a resume to be submitted as part of the application process. A strong resume will help a student be more competitive for scholarships.
- **For college applications**
Many colleges and universities will require a student to submit a resume as part of the application process. A well-crafted resume can showcase a student's achievements and skills.

Bonus: Once a student's resume is created, the students can continue to edit and build on it as more experience and education is gained.

What Should be Included in a Student Resume?

A standard student resume should include the following information:

1. Student Name and Contact Information

- Name should be at the very top, in the largest text size
- Telephone Number should be provided
- A professional email address should be listed.
- Current city and state where the student resides

2. Education

- Current Grade Level
- High School Name
- Location of High School
- Anticipated Graduation Year
- GPA (if above 3.0)

3. Job or Internship Experience

If a student has no work or internship experience, this section can be left off the resume.

4. Volunteer and/or Extra Curricular Activities

- Clubs
- Sports
- Other organizations

Helpful Tips:

- A student should highlight leadership positions in any volunteer or activities listed.
- The student should also indicate which activities on the list the student has participated in the longest.

5. Achievements/Awards/Honors

6. Additional Skills

- Technical such as computer skills, software knowledge, typing
- Soft Skills such as leadership, teamwork, time management, dependability, etc.

7. Interests/Hobbies

Example of a Student Resume

YOUR NAME		Address Phone number Email
EDUCATION	<ul style="list-style-type: none">• Name of School• Location• Expected Graduation Date• GPA (if above 3.0 only)	
WORK EXPERIENCE	<ul style="list-style-type: none">• Title / Position• Employer / Institution• Inclusive Dates• Job Description <ul style="list-style-type: none">• Title / Position• Employer / Institution• Inclusive Dates• Job Description	
SKILLS	<ul style="list-style-type: none">• This can include technical skills.• This can also include soft skills. Soft skills are personal attributes that are valuable in the workplace.• It's usually presented in bullet form.	
VOLUNTEERING AND EXTRA CURRICULAR	<ul style="list-style-type: none">• Volunteer Position or Activity Role• Organization or Activity Name• Inclusive Dates• Job Description	
AWARDS	HOBBIES AND INTERESTS	
<ul style="list-style-type: none">• List of awards received that may be of interest to your potential employer• It can be academic achievements or skills-based.	<ul style="list-style-type: none">• Adding hobbies and interests can help support a resume with limited work experience• Helps to make a personal connection with the reader• May showcase other skills	

Additional Tips:

- A student resume does not have to include all sections.
- A student will want to ensure the page looks balanced and not cluttered.
- Using bullet points and clear headings to break up the text will make the resume easy to read.
- A resume should be typed using a clean and professional font such as Arial or Times New Roman.
- Consistent formatting should be used throughout the resume.
- Minimal color, if any, should be utilized to ensure it doesn't detract from the words.
- Remember to use action verbs to describe the experiences and achievements.
- Always be concise and keep the resume to one or two pages.

Adapted from: Cappex, Indeed, and College Board