

Résumés aren't just for jobs and internships. In many cases, you need one for your college applications as well. Why? It's a short 1-2 page summary of your accomplishments, abilities, and interests. It's a quick and easy way for college admissions officers to see what you've done during high school and what you'll add to their college.

Detailed Breakdown of Sections in a College Application Résumé

Heading

-includes full name, social security number, address, city, state, zip code, telephone number, and email address

Academic Profile

- all high schools you attended
- city and state of each high school
- dates you attended them
- class rank
- SAT / ACT scores
- Honors / AP / IB courses (optional)

Co-Curricular Activities, Extracurricular Activities, and Work / Volunteer Experience

- each activity, positions held, grades in which you were involved
- specific contributions, duties, and recognition in each activity
- number of hours involved per week

Summer Programs

- short description of each
- month and year attended

Honors / Awards

- short description of each
- month and year you won it
- why you won it

Hobbies / Interests / Travel

- separate category for each
- items that are honest AND make you look good

