

Resume Tips for College Students

By [Alison Dvle](#), About.com Guide

When you are a college student seeking an internship or a job your resume can look just like everyone else's and that can make your job search a challenge. How can you get your resume noticed when all the candidates are basically equal when it comes to their educational background?

Resume Building Activities

It's important, in this very competitive job market, to have more than your education on your resume. A college degree in and of itself isn't enough. Every college student should find time, even though time can be hard to find, to do as many [internships](#) as possible, to volunteer, to work on college projects, participate in clubs and organizations on campus, and to participate in activities which will not only help your resume stand out from the crowd, but will provide you with the opportunity to explore options and career paths for the future.

The next step is to make your resume shine. The time you spend on extra-curricular activities will be time well spent. You'll have more information to include on your resume than just your education. The key to success is to properly present your experience so it will impress your prospective employers and help you get invited for an interview.

Resume Tips for College Students

[Helen Zucchini](#), Director, Career Connections at Leeds School of Business at the University of Colorado at Boulder, share her tips for how to create a resume that will distinguish you from the competition:

Details count--and your gut is usually right. Make sure the formatting is consistent and text is aligned. I've seen [resumes](#) where the formatting was all over the place. Or fonts that just don't look right, colors that are off. Check grammar and spelling (the kind of stuff that spell check doesn't catch) - "they're" vs. "their" - "herd" vs. "heard" -- I see this all the time.

Most of the time, you know it in your gut. So listen to your gut, and also run it by friends and tell them they HAVE to be brutally honest with you, to look at it from the perspective of hiring you--not the perspective of going out for drinks with you later!

Maybe you're special, but make yourself extra special! Despite what your friends and family say -- you're not that special. Or maybe you are, but you're competing with a lot of other special people. Tough love? Absolutely. So when preparing a resume, highlight specific results you achieved. And make sure those are the results that matter to the person who's going to be interviewing you. And show that you understand the job is about doing something for the company, not the company doing something for you. Your passionate interest in becoming an ad executive isn't enough to make you a great candidate for the job.

Solve problems and set up some stories. Employers want to hire people who can demonstrate they are problem solvers. Create your resume with specific scenarios that demonstrate how you solved a problem, whether its with internships or college projects.

The College Admissions Resume

How to Prepare a Resume for the College Admissions Application

GPA: 96/100

Graduate third in class of 425 students

Attended Harvard University 's Summer Pre-Law Program

Experiences:

The experiences below provide information that highlights writing, leadership, and research experiences that could be very useful in college.

- Wrote 5 page essay to be published in high school art magazine.
- Led 45 students in high school's weekend leadership development program.
- Participated in scientific laboratory study to establish the survival instincts of rats.

Co-Curricular Activities:

- Treasurer, Student Government Association, Grades 9-12
- Flute Player, St. Georges High School, Laramie, WY, Grades 9 - 12
- Captain, Soccer Team, St. George's High School, Laramie, WY, Fall 20XX - Spring 20XX
- Player, Soccer Team, St. George's High School, Laramie, WY, Fall 20XX - Present
- Organizer, St. George's Marathon Dance, Laramie, WY, Spring 20XX
- Helped raise over \$20,000 for scholarships to be given to underprivileged children in the school

Volunteer:

Fundraiser, Make A Wish Foundation, 20XX

Volunteer, Domestic Violence Shelter, 20XX

The College Admissions Resume - By Penny Loretto, About.com Guide

Like most resume writing, writing a college resume can seem much harder than it really is. The most important and most difficult part of writing a resume is getting started. Yes, overcoming procrastination when writing a resume is really the hardest part. Since a resume is not only used for applying for internships and jobs, it is imperative to get one going because you will most likely need it when applying to colleges as well.

Sections to Include in a College Application Résumé:

- Heading (includes personal information - name, address, phone number, & email address)
- Academic Profile (high school and dates attended)
- Summer Programs Attended
- Honors / Awards / AP / IB courses
- SAT/ACT scores / class ranking
- Co-Curricular Activities (school clubs, music, sports, etc.)
- Extracurricular Activities (out-of-school groups)
- Work and Volunteer Experience
- Hobbies / Interests / Travel
- Skills (Language/Computer/etc.)

College Application Résumé Tips:

1. Each experience should be included in reverse chronological order beginning with the most recent.
2. It's important to mention any unique experiences that will help you stand apart from other candidates.
3. Be consistent when writing your resume - abbreviations, periods, capitalization, dates.
4. Provide any individuals who have agreed to write a recommendation with a copy of your resume.
5. Have one or more people look over your resume prior to sending it out.
6. Last but not least - Proofread, proofread, proofread!

What does the Admissions Department look for in a college resume?

1. Although you may not have worked many jobs, the college resume speaks volumes about who you are by making you put together something that shows your personal skills, interests, and values and forces you to put into words what you have done so far.
2. You may include coursework that you think is noteworthy that would be a good addition to the overall document. If you participated in any college level courses, this is a good thing to include as well.
3. What about activities? Say that you are an athlete or possess music or art capabilities, the college wants to know that too. Maybe you did a lot of volunteer work or fundraising during high school which may also be noteworthy for them to understand your personal values and what kinds of things are important to you.
4. When applying to college a one page resume should suffice. If you have an enormous amount of writing or lab experience, put that on there too. If it does go to two pages, make sure the experiences are worth including and try to make the second page as complete as possible as well. Also, be sure to include your name and page 2 at the top of the second page. That way if the pages should get separated the admissions department won't face the frustration of reviewing an incomplete resume in the process.
5. In addition to having a lot of important information to include on your resume, it's essential that you make sure that it is well-written. A resume that is written poorly may be rejected no matter how accomplished you have been so far.
6. The best scenario is to have a well-written resume that shows accomplishments and involvement in a number of activities.

The College Admissions Resume

How to Prepare a Resume for the College Admissions Application

Tips for writing an effective resume:

Include any and all information that would make you stand out in the college admissions process.

1. On your resume it's important to include whatever information you have that would be valuable for the Admissions Department to know. If you have received any awards or graduated #3 in your class, be sure to include that information on your resume. Now this may seem like a no-brainer, but I can't tell you how many resumes where this has been left out. Modesty on a resume can be a killer. In real life it may suit you well but when trying to earn the respect and attention in the college admissions process, it's essential that this information be included.
2. Although it's important to include your accomplishments it's just as important not to embellish on them to a point where they are unbelievable and not totally true. Embellishing on your resume can be just as damaging as not including important information that makes you stand out.

Use bullet points to describe your experiences:

- When describing your experiences on your resume, it's most effective to include them using bullet points. This makes it easy for the committee to review and makes it more effective to make your experiences stand out.

Important tips for using bullet points:

- Begin each bullet point with an action verb.
- Write each bullet point using specific concise language omitting articles such as an, and, and the whenever possible.
- Include your skills and accomplishments in your bullet points rather than focusing on your responsibilities.

Example:

- Researched, wrote, and presented laboratory findings of water quality using samples from Hovey Pond in Chelsea, Massachusetts.

Include essential information that will make a positive impression on the committee:

Since you only have one page (two at the most) to write down all of your experiences, it is crucial that you include information that shows excellent grades, awards, leadership activities, presentation skills, as well as individual creative capabilities such as music, art, writing, and/or excellent communication and interpersonal skills. It is these types of attributes that will make you stand out from the other candidates.

Examples: Education:

If you're looking to post a job or search resumes, go to our employer website. (Thanks, but I'm looking for jobs).

Resumes

Jobs

Current Resumes

Jobs by Location

More Sections

Employ

Any Job Title

Any Skills or Keywords

Any Location

Advanced Search
Instructions

Search Tips

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Five Resume Tips for College Students

By Kim Isaacs, Monster Resume Expert

You're still in college, and the world of work can wait a few years. So who needs a resume?

You do. Armed with a well-constructed resume, you will be prepared for potential opportunities throughout your time in college. These include [seasonal](#), part-time and temporary work, as well as assistantships, internships and fellowships. Another plus: You'll be ready to update your resume when you're looking for that first job after graduation.

So where do you start? Here are five tips for writing your first resume.

1. Start with a Qualifications Summary

Sue Campbell, a professional resume [writer](#) and [president](#) of 1st-Writer.com, says that a [summary of your top qualifications](#) is often more effective than an objective statement. This is particularly true if your career goal is undefined.

"I don't recommend writing a vague objective, because it will typically focus on what the job seeker wants, which is usually of no consequence to the person making the hiring decision," says Robyn Feldberg, a [certified](#) career management [coach](#) and owner of Abundant Success Career Services. "Instead of an objective, I recommend that students format a profile section that clearly gives the reader a picture of the value they offer a potential employer." Keep your summary brief — a few hard-hitting sentences are perfect.

2. Give [Education](#) Top Billing

Typically, [education](#) is at the bottom of a resume, but students are often better served by moving their education toward the top.

"Without experience in the target field, education is often the most valuable information a [student](#) has to offer," explains Campbell. "The education section can move down in priority as the job seeker gains experience."

According to Feldberg, "when formatting education, include the name of the college or university, its city and state, anticipated graduation date, extracurricular activities and courses related to your job target." If your GPA is 3.0 or higher, you can include that too.

3. Describe Unrelated Jobs the Right Way

Many students have part-time, seasonal or temporary work experience that is unrelated to future career goals. You don't want to pack your document with irrelevant details, says Feldberg. On the other hand, prospective employers value candidates who demonstrate dependability and a strong work ethic, even if the experience is in a different industry.

Pull out the most important aspects of your [work experience](#), advises Lorie Lebert, [CEO](#) of career management firm Resumes for Results and contributor to numerous resume books, including [Best Resumes for College Students and New Grads](#). "Go into detail about projects you were involved in that show leadership, drive and determination," she says. Campbell suggests students extract the skills and achievements that are most relevant to employers' needs and leave out details that don't add value.

4. Think Like an Employer -- and Like a Job Seeker

If you're applying to jobs or internships, "look at your experience through two pairs of eyes: the potential employer's and your own," says Campbell.

Study [job ads](#) or internship announcements that interest you. "For example, if an ad states that communication skills are important,

