SEO Scholars

COLLEGE SCHOLARS: RESUME WORKSHEET

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Part I: Contact Information & Education

Questions and examples:	Insert your contact information below:
FULL NAME: Louisa Ortiz	
CITY, STATE, ZIP CODE: San Francisco, CA, 94117	
PROFESSIONAL EMAIL: ortiz.louisa4@gmail.com	
CELL PHONE: (xxx)xxx-xxxx	
Questions and examples:	**Insert your education information below:**
FULL COLLEGE/UNIVERSITY NAME even if not yet confirmed: Pomona College	
INTENDED COLLEGE/UNIVERSITY MAJOR if it applies: Computer Science	
FULL HIGH SCHOOL NAME/ CITY: Ida B. Wells High School, San Francisco	
AWARDS/HONORS (YEAR) if it applies: Dean's List (2018 - 2022), Truman Foundation Award (2022)	
AP COURSEWORK if it applies: Calculus, United States History	
HONORS COURSEWORK if it applies: English Literature	
COLLEGE NOW/ Pre-College Coursework if applicable: Introduction to Sociology	
FOR CAREER READINESS TEAM USE ONLY:	
HIGH SCHOOL DIPLOMA: *For NY Scholars only, do you have Honors, Regents, Advanced Regents, or CTE?* Regents High School Diploma	
GPA from a 4.0 scale (CollegeBoard Conversion Chart) If not higher than a 3.0, please write N/A): N/A	
DO YOU HAVE A LINKEDIN ACCOUNT LINK? Optional: N/A	

Part II: Strengths

Place a check (X) next to all that apply below:			
Instructions: Below are listed skills that you may have started developing already through class projects, clubs, volunteering, and even extracurricular activities like sports. Please check off each skill you feel strongest in and remember this is just for your resume reviewer to see. Only check off ones where you are the most confident or leave it blank if none apply to you.			
	Adaptability		*Inputting data with accuracy*
	Administrative		*Logic and reasoning*
	Behavioral management		*Marketing*
	Caregiving		*Organizational*
	Communication		*Peer counseling*
	Computer programming		*Greeting people (interpersonal skills)*
	Computer software		*Planning*
	Conflict-resolution (de-escalation skills)		*Presentation*
	Data analysis		*Problem solving*
	Detail-oriented		*Public speaking*
	Follows instructions		*Sales and marketing*
	Food preparation		*Scheduling*
	Graphic design		*Social media*
	Group facilitation		*Teamwork*
	Guest services		*Time management*
	Hospitality		*Translator*
	Improvising		*Other: _____*

Part III: Professional Experience & Leadership

FIRST Position	
EMPLOYER/CLUB NAME: Name of club or smaller groups within a larger organization/school, (if applicable), full school name or organization/employer name. For ex: Black Student Union, Bronx Aerospace High School; Student Government, Bronx Aerospace High School; The Math & Physics Department, Bronx Aerospace High School.	
OFFICIAL TITLE OF POSITION: For ex: Participant, Chair, Summer Intern, Tutor	
CITY, STATE OF EMPLOYER: For ex: San Francisco, CA or Bronx, NY	
WORK STYLE: Did you work In-Person, Hybrid, or Remotely? Hybrid	
DATE RANGE OF EMPLOYMENT: For ex: July 2021 – Present	
ADDITIONAL COMMENTS REGARDING DATES, if applicable: N/A	

WRITE BULLETS USING POWER VERBS:
Below are examples of bullets with bolded Power Verbs from the larger list referenced in the table of contents (as Appendix 3), to help highlight the actions you take in a role and use numbers to help quantify how much you contributed to the larger employer/club/organization.
Examples of strong bullets with Power Verbs below:

- **Created** 10+ social media posts across Facebook and Instagram accounts, contributing to a 50% increase in followers over 2months
- **Assisted** 8 staff in editing weekly articles for web publications with 100+ readers between the ages of 12-16 years old
- **Supported** a teacher with administrative tasks for a class of 28 sophomores, by filing paperwork, printing materials, and with tutoring hours
- **Facilitated** monthly virtual events including a club fair via Zoom for 250+ students

Follow these steps:

1. Recall what you did in your most recent professional/leadership experience and remember what an average day looked like. **Then select a Power Verb to start your bullet**
2. Aim to make each bullet mirror the following formula to help you quantify your work:
   (A)Power Verbs Describing Your Task + (B)Actions + (C)Your Results
   A. *Select a power verb that describes what YOU did in the role*
   B. *Insert numbers where you can*
   C. *Describe what was the final contribution / how this benefits the employer*

For additional guidance, see “Appendix 1 Bullets, The Deep Dive” from the table of Contents. ***Note: Your resumes will be listed in reverse chronological order, so if you are confused about how to do that – do not worry. The Career Readiness Specialist will help arrange your experiences so that the most recent experience is at the top of your page. Once this is completed there are four additional sections you can fill out for a new position, and if you need more than four, please duplicate a section and fill it out as “FIFTH Position.” Please type each of your bullets as instructed, in the box below:

Part III Cont'd: Second Professional Experience & Leadership

SECOND Position	
EMPLOYER/CLUB NAME: Name of club or smaller groups within a larger organization/school, (if applicable), full school name or organization/employer name. For ex: Black Student Union, Bronx Aerospace High School; Student Government, Bronx Aerospace High School; The Math & Physics Department, Bronx Aerospace High School.	
OFFICIAL TITLE OF POSITION	
CITY, STATE OF EMPLOYER	
WORK STYLE: Did you work In-Person, Hybrid, or Remotely?	
DATE RANGE OF EMPLOYMENT	
ANY ADDITIONAL COMMENTS REGARDING DATES	
WRITE BULLETS USING POWER VERBS: Please reference the list of Power Verbs from the table of contents (Appendix 3), to help highlight the actions you take in a role and use numbers to help quantify how much you contributed to the larger employer/club/organization. Please type each of your bullets as instructed with power verbs and following the formula, in the box below:	

Part III Cont'd: Third Professional Experience & Leadership

THIRD Position	
EMPLOYER/CLUB NAME: Name of club or smaller groups within a larger organization/school, (if applicable), full school name or organization/employer name. For ex: Black Student Union, Bronx Aerospace High School; Student Government, Bronx Aerospace High School; The Math & Physics Department, Bronx Aerospace High School.	
OFFICIAL TITLE OF POSITION	
CITY, STATE OF EMPLOYER	
WORK STYLE: Did you work In-Person, Hybrid, or Remotely?	
DATE RANGE OF EMPLOYMENT	
ANY ADDITIONAL COMMENTS REGARDING DATES	
WRITE BULLETS USING POWER VERBS: Please reference the list of Power Verbs from the table of contents (Appendix 3), to help highlight the actions you take in a role and use numbers to help quantify how much you contributed to the larger employer/club/organization. Please type each of your bullets as instructed with power verbs and following the formula, in the box below:	

Part III Cont'd: Fourth Professional Experience & Leadership

FOURTH Position	
EMPLOYER/CLUB NAME: Name of club or smaller groups within a larger organization/school, (if applicable), full school name or organization/employer name. For ex: Black Student Union, Bronx Aerospace High School; Student Government, Bronx Aerospace High School; The Math & Physics Department, Bronx Aerospace High School.	
OFFICIAL TITLE OF POSITION	
CITY, STATE OF EMPLOYER	
WORK STYLE: Did you work In-Person, Hybrid, or Remotely?	
DATE RANGE OF EMPLOYMENT	
ANY ADDITIONAL COMMENTS REGARDING DATES	
WRITE BULLETS USING POWER VERBS: Please reference the list of Power Verbs from the table of contents (Appendix 3), to help highlight the actions you take in a role and use numbers to help quantify how much you contributed to the larger employer/club/organization. Please type each of your bullets as instructed with power verbs and following the formula, in the box below: *Note: If you have more than 4 leadership experiences/work experiences you want to list, please make a copy of this fourth position, and paste it below. You will rename it as, "FIFTH Position."*	

Part IV: Additional Skills

Please Fill in Your Skills	**Proficient**	**Intermediate**	**Basic**
Computer Skills: Please delete the examples in red below and list what applies to you. Then write "Y"for "Yes" to indicate your level of expertise.			
Google Workspace (Suite): Slides, Sheets			
Microsoft Applications: Word, Excel, PowerPoint			
Other 1: Adobe Photoshop			
Other 2: Illustrator			
Other 3:			
Other 4:			
Non-English Languages: If applicable, please delete the examples in red and list what applies to you. Then Write "Y" for "Yes" to indicate your level of expertise.			
Fluent (speaking, reading, and writing):			
Conversational (speaking): Spanish			
Language 1: French (reading)			
Language 2:			
Language 3:			
Language 4:			
Certifications, listed as full title (Year): For ex:CPR Certification (2021) and if there is none, write N/A			
Information for Scholar to know:			
Colleges/employers recognize the variety of ways students learn different skills in both an informal extracurricular role, (e.g. clubs, baby-sitting, volunteering), as well as a formal job (e.g. working in retail stores or restaurants). Thus, only list skills that you would be willing to discuss in greater detail with someone or provide examples of how you learned and utilize these skills. The Additional Skills section helps highlight core competencies that you can provide clarification on, regarding your level of experience with it. If you only check off little or no skills here, it is okay. Readers will know you are just starting to build up a resume. Having some blank space in your resume is better than filling it up with buzzwords that do not give a college or employer a clear and honest picture of how confident you are in the skill you mention.			

APPENDIX 1: Bullets, The Deep Dive

The Three C's

After using power verbs to introduce the tasks you completed in your role, review the bullet to see how you can **be more specific**, and be sure to implement the following tips.

Remember the 3Cs:

- **Counting** – meaning insert numbers related to the audience you serve, or the frequency of meetings held, or the number of events you supported
- **Consistency** – meaning small details should be consistent, so that some bullets do not have periods, while others do not have any periods
- **Condense** – meaning you should aim to condense your bullets to fewer words after you fully wrote out what you did in order to save space

Review of Bullets

During your review of your bullets, ask yourself the following:

- Did you first reflect on each of the primary tasks you did in the role?
- Did you start each bullet with a Power Verb describing what you did?
- Did you use a different Power Verb for each of your bullets within each position?

Resume Accomplishments Employers May Seek

- Expanded product services to customers
- Trains other employees and new staff
- Solves problems to improve the customer experience
- Earns an award
- Generates more revenue
- Reaches fundraising goal
- Advertises new products or services
- Improve accuracy
- Improve efficiency
- Increase sales or online engagement in social media

APPENDIX 2: Terms and Phrases

List of common phrases associated with some roles, although this is not a conclusive list. Please review these skills commonly associated with each of these roles and see if any terminology may be helpful to include in your bullets.

Working Retail	Camp Counselors	Food Services	Administrative Roles
Attention to detail	Attendance tracker	Adaptability	Communication
Critical thinking	Behavior management	Coordinated deliveries	Coordinating team meetings
Customer service	Communicative via phone/email	Ensure customer satisfaction	Customer service support
Fast-paced environments	Coordination of event setup	Food preparation	Filing documents
Good listener	Creativity	Food/Beverage/Product knowledge	Friendly
Group facilitation	Decision making	Maintains upkeep	Good listener
Guest Services	Empathetic	Operating kitchen equipment	Guest support services
Hospitality	Facilitation	Organization	Inputs data into software
Interpersonal skills	Goal-oriented	Point of sales system	Logistical planning
Presentation	Improvising	Reservation system	Presentation
Problem solving	Monitor behavior	Responds promptly	Solutions-oriented
Taking initiative	Peer mediation	Sanitizing procedures	Scanning documents
Time management	Responsive to emergencies	Teamwork	Scheduling skills
Verbal communication	Role modeling	Trains new employees	Tracks and logs hours
Writing	Supervision	Waiting tables	Writing/Editing

APPENDIX 3: Power Verbs

Manage or Lead	Showcase Accomplishments	Communicate	Organize	Problem-Solve
• Advise • Align • Arrange • Augment • Centralize • Champion • Cultivate • Differentiate • Direct • Empower • Enable • Endorse • Enforce • Ensure • Facilitate • Forecast • Formalize • Form • Foster • Further • Identify • Implement • Integrate • Leverage • Mentor • Mobilize • Motivate • Orchestrate • Optimize • Predict • Reconcile • Recruit • Reduce • Refocus • Renovate • Reorganize • Resolve • Restructure • Revitalize • Supervise • Train • Unify • Unite	• Achieve • Amplify • Attain • Award • Capitalize • Chair • Complete • Consolidate • Decipher • Demonstrate • Discern • Drive • Earn • Enact • Endeavor • Establish • Exceed • Pioneer • Outperform • Overhaul • Reach • Showcase • Sharpen • Shatter • Spark • Spearhead • Steer • Stimulate • Streamline • Strengthen • Succeed • Supervise • Surpass • Target	• Address • Advertise • Advocate • Alert • Announce • Author • Brand • Briefed • Broadcast • Campaign • Circulate • Clarify • Collaborate • Compose • Consult • Convey • Convince • Correspond • Critique • Defined • Document • Explain • Field • Illustrate • Influence • Inform • Instruct • Lobby • Mediate • Moderate • Negotiate • Perform • Persuade • Present • Promote • Publicize • Review	• Arrange • Categorize • Chart • Collect • Compile • Coordinate • Correct • Distribute • Execute • File • Follow-through • Log • Maintain • Map out • Monitor • Obtain • Operate • Order • Plan • Prepare • Prioritize • Process • Provide • Purchase • Record • Review • Schedule • Submit • Supply • Systematize • Update • Verify	• Alter • Build • Centralize • Clarify • Convert • Correct • Customize • Craft • Design • Determine • Devise • Draft • Enhance • Establish • Fashion • Fix • Initiate • Influence • Integrate • Invent • Merge • Modify • Overhaul • Patch • Pilot • Pioneer • Redesign • Refine • Rehabilitate • Remodel • Revamp • Revitalize • Rebuild • Resolve • Simplify • Simulate • Standardize • Streamline • Strengthen • Update • Upgrade • Transform

Assist	Exercise Technical Skills	Exercise Financial Skills	Exercise Creative Skills	Exercise Skill in Research
• Aid • Advise • Advance • Boost • Coach • Consult • Counsel • Collaborate • Cooperate • Dispatch • Educate • Endorse • Expedite • Facilitate • Field • Help • Inform • Maintain • Promote • Reinforce • Resolve • Support	• Advance • Architected • Automated • Coded • Deployed • Detected • Devised • Diagnosed • Discovered • Engineered • Enhanced • Expedited • Formulated • Installed • Launched • Modified • Networked • Planned • Programmed • Remodeled • Rewrote • Refined	• Acquire • Audited • Calculated • Classified • Collected • Equalized • Evaluated • Dispensed • Forge • Halted • Investigated • Lowered • Maintained • Minimized • Navigate • Negotiate • Partner • Recognize • Secure	• Authored • Brainstormed • Communicated • Conceptualized • Curated • Customized • Derived • Designed • Diagramed • Drafted • Edited • Illustrated • Imagined • Influenced • Inspired • Intensified • Modeled • Proofread • Published • Redesigned • Researched • Strategized	• Analyzed • Assemble • Assess • Audit • Calculate • Check • Discover • Evaluate • Examine • Explore • Forecast • Identify • Inspect • Interpret • Investigate • Map • Measure • Probe • Prove • Qualify • Quantify • Study

APPENDIX 4: SEO Resume Templates for SF & NY

San Francisco Scholars Resume Template

FULL NAME

City, State, Zip Code | Email | (555) 555-5555 | LinkedIn (hyperlink shortened URL)

EDUCATION

College, City, State — **Expected Month Year**
Bachelor of Arts, (or Science) in __ Major with __ Minor
GPA: Include if 3.0 or above
Honors/Awards/ Scholarships (If Applicable): Full Name of Award 1 (Year Received), Full Name of Award 2 (Year)
In Alpha Order
Relevant Coursework: Class Names **Alpha Order** **Class purpose must be clear** (i.e., Do not put MTH II 212)

High School, City, State — **Month Year**
High School Diploma (Indicate Distinction if Honors, Regents, Advanced Regents, or CTE), GPA: On a 4.0 scale, not %
Honors/Awards (If Applicable): Full Name of Award 1 (Year Received), Full Name of Award 2 (Year)
AP Coursework (If Applicable): Class Name (don't include AP before each class) Alpha Order**
Honors Coursework (If Applicable): Class Name (Honors Courses that are not APs) Alpha Order**
College Now (If Applicable): Class Name Alpha Order**

PROFESSIONAL EXPERIENCE & LEADERSHIP

Work Experience: Full Name of Company, Org, or Institution, City, State — **Month Year – Present**
Official Title of Position (Ex. Editorial Intern)
- Example: Assist # staff in editing weekly press releases for web publication with # readers

Work Experience: Full Name of Company, Org, or Institution, City, State — **Month Year – Present**
Official Title of Position (Ex. Retail Associate)
- Example: Demonstrate excellent customer service as shown by 100% client satisfaction survey while responding to X inquiries on a weekly average and operating register

Club Leadership: Name of Student Org, Name of School, City, State — **Month Year – Present**
Official Title of Position (Ex. Co-Founder)
- Example: Co-founded organization and recruited # members through social media, emails, and calls

Past Position in Same Club (If Applicable) — **Month Year – Present**
- Example: Co-founded organization and recruited # members through social media, emails, and calls

SEO Scholars, San Francisco, CA — **February 2018 – Present**
College Scholar
- Selected to participate in a competitive and rigorous eight-year academic program with a 20% acceptance rate
- Completed 720+ hours of college-preparatory courses in reading, writing, math, and SAT preparation
- Attend 10+ college success workshops, networking events, and career readiness seminars to drive college persistence and post-graduate success
- Receive one-on-one academic, personal and career support throughout college

(Optional Section & Formatting) ADDITIONAL ACTIVITIES

Company, Org, or Institution, *Title*, City, State — **Month Year – Month Year**
Company, Org, or Institution, *Title*, City, State — **Month Year – Month Year**
Company, Org, or Institution, *Title*, City, State — **Month Year – Month Year**

SKILLS

Computer: Ex. Proficient, Intermediate, Basic in Microsoft Applications (Excel, Word, & PowerPoint)
Languages: (Do Not List English) Fluent or Basic in Language (reading or writing), Conversational in Language
Certifications: Ex. Certified in CPR/AED First Aid (Year), Certified in Bystander Intervention (Year)

New York Scholars Resume Template

FULL NAME

City, State, Zip Code | Email | (555) 555-5555 | LinkedIn (hyperlink shortened URL)

EDUCATION

College, City, State **Expected Month Year**
Bachelor of Arts, (or Science) in __ Major with __ Minor
GPA: Include if 3.0 or above
Honors/Awards/ Scholarships (If Applicable): Full Name of Award 1 (Year Received), Full Name of Award 2 (Year)
In Alpha Order
Relevant Coursework: Class Names **Alpha Order** **Class purpose must be clear** (i.e., Do not put MTH II 212)

High School, City, State **Month Year**
High School Diploma (Indicate Distinction if Honors, Regents, Advanced Regents, or CTE), GPA: On a 4.0 scale, not %
Honors/Awards (If Applicable): Full Name of Award 1 (Year Received), Full Name of Award 2 (Year)
AP Coursework (If Applicable): Class Name (don't include AP before each class) Alpha Order**
Honors Coursework (If Applicable): Class Name (Honors Courses that are not APs) Alpha Order**
College Now (If Applicable): Class Name Alpha Order**

PROFESSIONAL EXPERIENCE & LEADERSHIP

Work Experience: Full Name of Company, Org, or Institution, City, State **Month Year – Present**
Official Title of Position (Ex. Editorial Intern)
- Example: Assist # staff in editing weekly press releases for web publication with # readers

Work Experience: Full Name of Company, Org, or Institution, City, State **Month Year – Present**
Official Title of Position (Ex. Retail Associate)
- Example: Demonstrate excellent customer service as shown by 100% client satisfaction survey while responding to X inquiries on a weekly average and operating register

Club Leadership: Name of Student Org, Name of School, City, State **Month Year – Present**
Official Title of Position (Ex. Co-Founder)
- Example: Co-founded organization and recruited # members through social media, emails, and calls

Past Position in Same Club (If Applicable) **Month Year – Present**
- Example: Co-founded organization and recruited # members through social media, emails, and calls

SEO Scholars, New York, NY **February 2018 – Present**
Scholar
- Selected out of more than 1,000 students to participate in a competitive and rigorous eight-year academic program for first-generation students from NYC public schools
- Completed 720+ hours of college-preparatory courses in reading, writing, math, and SAT preparation
- Attend 10+ college success workshops, networking events, and career readiness seminars to drive college persistence and post-graduate success
- Receive one-on-one academic, personal and career support throughout college

(Optional Section & Formatting) ADDITIONAL ACTIVITIES

Company, Org, or Institution, *Title*, City, State **Month Year – Month Year**
Company, Org, or Institution, *Title*, City, State **Month Year – Month Year**
Company, Org, or Institution, *Title*, City, State **Month Year – Month Year**

SKILLS

Computer: Ex. Proficient, Intermediate, Basic in Microsoft Applications (Excel, Word, & PowerPoint)
Languages: (Do Not List English) Fluent or Basic in Language (reading or writing), Conversational in Language
Certifications: Ex. Certified in CPR/AED First Aid (Year), Certified in Bystander Intervention (Year)

APPENDIX 5: FAQs

How can I add my LinkedIn profile to my resume?

Scholars with LinkedIn profiles are only permitted to link to their profiles directly from their resume header, only when they have first completed a Resume Review with a member of the Career Readiness Team Career, more specifically a Career Readiness Specialist (CRS). If you have started a LinkedIn account, please inform your CRS as you are working on a Resume Review request. The process to have your resume hyperlinked to your LinkedIn profile is as follows: After completing your Resume Review with the CRS you are assigned, put in a request for a LinkedIn Review with the CRS. Once the LinkedIn Review is completed, you are approved by SEO to insert a hyperlink to your LinkedIn profile near your contact information in your resume and any future written application materials you submit to us. Note:If you have a GitHub link, insert it alongside the contact information.

Do I need to come up with bullets for SEO Scholars?

No, if you currently do not have any bullets in your resume about SEO Scholars, you do not need to write bullets for this Resume Worksheet. However, if you took part in a specific role for SEO, such as serving as a Demo Corps. Leader or Recruitment Corps., you should note that additional title distinction in this Resume Worksheet. The CRS, supporting you can then help you add bullets for these SEO-specific experiences. Please prioritize creating strong bullets for all other experiences that the SEO staff do not already know you are engaged in. SEO has developed standard bullets that the CRS will use specifically tailored for New York Scholars and for San Francisco Scholars.

How do I know what to put as a Professional Experience/Leadership position?

The readers of your resume will know that our template headers called “Professional Experience & Leadership” is a broad enough header to house both formal jobs where you are paid as well as informal unpaid positions you hold. A reader of your resume will understand that there are two main ways of learning and acquiring new skills:
1. Professional Experiences - paid/unpaid jobs or internships where you were hired and selected to fill a certain role. Examples: Being a Chipotle server in a temporary position, summer internships, etc.
2. Leadership Experiences - paid or unpaid experiences where you become a member that works to complete a task. Examples: Volunteering at a community center, being a club’s co-chair, or being co-captain of a soccer team, seasonal babysitter, being a mentor in a program, or participating in SEO!
Whether you have mostly leadership experiences, or mostly professional work experiences, both are very valuable and both are platforms that employers know will allow you to learn and develop skills. That is why we encourage you to list both types of experiences, together in the same section of your resume.

How should I list my level of comfort/proficiency with another language?

Fluent - you can speak and understand others effortlessly in another language. They are proficient in writing, and reading too. Ex: you accept tasks from an employer who asks you to translate a pamphlet into another language, because of your degree of comfort in that language.
Conversational - you feel proficient and overall confident in how to carry conversations. Ex: If an employer has someone on the phone speaking in the language you listed on your resume, you should have no hesitation in responding over the phone. You do not need to look up words to complete the conversation.
Basic - you have a core understanding of how to form sentences in another language. Ex: Your employer should give you time to translate any materials, or will anticipate you needing time to effectively communicate in another language. *Note: You do not need to list English as a language.*

How should I send my Resume Worksheet to the Career Readiness Team?

Once you open this document, please make a copy for yourself or download and save it as a word document. That is the version you will complete. Then, please do the following:

1. Save your file in the format: “firstname_middleinitial_lastname_ResumeWorksheet”
2. Submit your completed Resume Worksheet to the Typeform as instructed, if you’re not a first-year Scholar. If you are in your first-year and your CPA shared this document with you, please return your complete form as instructed when requesting your first Resume Review.

***Remember, the more details we have in advance, the better we can move forward with your request. We want to make sure we help you make the most up to date version.