

## How to Write a College/Academic Resume

| College/Academic Resume |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
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| <b>Instructions:</b>    | <ol style="list-style-type: none"><li>1. Review the Sample College/Academic Resumes below</li><li>2. In a google doc, create a resume with your information, be sure to copy the format from one of the sample resumes<ol style="list-style-type: none"><li>a. You may choose to make a copy of one of the sample resumes (File&gt;Make a copy)</li></ol></li><li>3. Name your google doc, "FirstName.LastName.Resume"</li><li>4. Share your doc with your college counselors<ol style="list-style-type: none"><li>a. <i>Note that when you share your resume with a scholarship organization, you will need to download the google doc as a pdf (click file&gt;download&gt;pdf)</i></li></ol></li></ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Sample Resumes</b>   | <ul style="list-style-type: none"><li>• Sample #1: <a href="#">College/Academic Resume</a></li><li>• Sample #2: <a href="#">College/Academic Resume</a></li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>FAQ's</b>            | <ol style="list-style-type: none"><li><b>1. What is a College/Academic Resume?</b><ol style="list-style-type: none"><li>a. A resume that lists yours achievements and activities from high school (and sometimes middle school)</li></ol></li><li><b>2. Why do I need one?</b><ol style="list-style-type: none"><li>a. Colleges and scholarship organizations want to know how you spend your time outside of class time. For example, playing a sport can demonstrate your dedication and passion even if your grades do not reflect those attributes.</li><li>b. Most colleges request resumes via the Common App when you are applying; Most scholarship applications request resumes</li></ol></li><li><b>3. How is this different from other kinds of resumes?</b><ol style="list-style-type: none"><li>a. College/Academic resumes are DIFFERENT from resumes that you write to apply to jobs. Resumes for work list prior work experience (and sometimes relevant volunteer experience) whereas college/academic resumes are focused on multiple areas</li></ol></li><li><b>4. What are the most important parts of a resume?</b><ol style="list-style-type: none"><li>a. Consistent formatting!!!!</li><li>b. Listing everything that you do outside of class time including if you are a caretaker for a member of your family, attend a church group, take photos, etc.</li></ol></li></ol> |