Resume Toolkit

What is a Resume

A **resume** is a short, professional document that summarizes your **education, experiences, skills, and accomplishments**. It is often the first thing an employer, college, or internship supervisor sees when deciding if you are a good fit for an opportunity.

Think of your résumé as your **personal highlight reel**—it shows your strengths, demonstrates your potential, and explains why you are prepared for the next step in your career or education.

Even if you don't have a formal job yet, you can still build a resume. You can include **school projects, leadership roles, extracurricular activities, sports, volunteer work, or unique skills** that show responsibility, teamwork, and initiative.

Do's and Dont's

✅ Do's	❌ Don'ts
Keep it concise (1 page, max 2 if needed)	Don't include personal info like age, photo, or marital status
Tailor your résumé to each job	Don't use long paragraphs—stick to bullet points
Start bullet points with strong action verbs	Don't exaggerate or lie about your experience
Quantify achievements with numbers/impact	Don't use fancy fonts, colors, or graphics (unless creative field)
Use a clean, consistent format	Don't list every job—only relevant ones
Highlight transferable and relevant skills	Don't use vague clichés like "hard worker" without examples
Include keywords from the job posting (for ATS)	Don't leave unexplained gaps in work history

Proofread for spelling/grammar errors	Don't rely on one résumé for all jobs—customize it
Focus on accomplishments, not just tasks	Don't clutter with references (just say "available upon request")
Put recent/relevant experience first	Don't forget to balance technical and soft skills

Step-by-Step Resume Guide

Purdue OWL: Resume Workshop – Student-friendly guide to formatting and writing resumes.
Student Research Group's Guide — A recent and practical rundown of what high school students should include in their resumes (e.g., contact info, expected graduation date, formatting tips) along with a useful checklist.

Harvard FAS Mignone Center — This resource page is a comprehensive toolkit created by the Mignone Center for Career Success (MCS) to help students build compelling, professional resumes.

USAJobs — What goes on a resume?
Indeed — High School Resume Guidelines
Career On Stop — This page provides resources and tips for creating effective resumes. It includes resume templates, writing tips, and advice on how to showcase skills and experiences. It's a valuable guide for job seekers looking to create a strong resume.

Templates and Samples

Harvard College Bulletpoint Essay
Federal Resume Sample
Montgomery College - Academic Resume Format

Tools to Strengthen Your Resume

Jobscan – Upload your resume and compare it to a job posting for keyword matches.
Google Academy – Create your resume using Google docs (45-90 min class)

Quick Tips for Success

- Use **action verbs**: Led, Created, Designed, Organized.
- **Quantify** achievements: "Tutored 10 peers weekly," "Boosted event attendance by 30%."
- Keep it to **one page** (for most high school/college students).
- Avoid heavy graphics—keep it **clean and easy to read**.
- **Tailor your resume** to each opportunity.