

RESUMES

Many college and scholarship applications do not ask you about the numerous activities in which you are involved. We strongly suggest you include a resume with applications in order to provide a fuller picture of all you do. Your transcript does not include any of this information.

A Good Resume Includes:

Who you are
Career goals/college major
Extracurricular activities
Community/church activities
Awards/honors you have received
Work experience

There are many different resume formats. Whatever format you choose to utilize, the most important thing is that you accurately portray your many activities and accomplishments.

General Do's and Don'ts of Resumes:

DO

Be concise, accurate, positive
Stress activities and accomplishments
Make resume attractive and easy to read
Have someone proofread
List your most recent job first

DON'T

Lie or exaggerate
Use pronouns or abbreviations
Use small type or crowd margins
Include references, unless requested
Include salary