

Sample Expanded Resume
Freshman Admissions and Honors Program Applications

Bevo Longhorn

123 University Station
Austin, Texas 78713
Longhorn4Life@email.com
UT EID: HOOKEM

EDUCATION

8/23/06-5/30/09

Longhorn Central High School

Austin, Texas

WORK EXPERIENCE

2/01/07-5/15/08

McBevo's (Austin, Texas)

Cashier

3 hrs/week

- Took customer orders and prepared feed bags for drive-thru
- Managed day-shift herd and prepared weekly schedules

6/11/08-8/01/09

Angus, Holstein and Angus, L.L.P. (Dallas, Texas)

Intern

15 hrs/week

- Assisted with preparation of civil rights motions related to the banning of cattle branding and sheep sheering practices

ACTIVITIES

10th-12th

(Includes extracurricular, community, religious and volunteer activities)

Longhorn Central High School Student Council

Member (10th-11th), Lead Horn (12th—Elected)

3 hrs/week

- Organized special movement of Longhorns to tutor horses, goats and sheep
- Represented the elder cattle in a "Eat More Chicken" leadership consortium

36 weeks/year

9th-12th

Longhorn Football Team

Water Bearer (9th-11th), Senior Water Bearer (12th—Elected)

10 hrs/week

- Provided crystal clear water for fellow steers

18 weeks/year

10th-12th

Save Our Skins Foundation

Member

1 hr/week

- Organized an anti-skinning rally involving 250 cows
- Picketed a local leather manufacturer for 24 hours

12 weeks/year

HONORS & AWARDS

9th

Texas' Shiniest Horns Award

- Selected from more than 850 longhorns in Central Texas

10th

All-District Horse Shoe Pitching Team

12th

Eagle Scout

SKILLS, TALENTS & ACHIEVEMENTS

Languages

- Fluent in mooing, huffing and stomping

Musical Instruments

- Played various horns since 3rd grade

Communication Skills

- Extensive experience mooing to large herds

Student's Full Name
 Street Address
 City, State Zip Code
 (h)713.000.0000/(c)832.000.000
 Email Address

EDUCATION

Full Name of High School, City, State 2009 – 2013
 GPA, Rank, PSAT, SAT, ACT: ONLY if you want to showcase them

LEADERSHIP

- Specific Activities where leadership is demonstrated 10, 11, 12
- Activities may come from clubs, work, community service 11, 12
- Leadership activity may have been one-time event 11
- Use action verbs to describe activities 9, 10, 11
 Organized...; Designed and planned...; Elected...

EXTRACURRICULAR ACTIVITIES

Category 1 (insert name-group related activities, i.e.: Band)

- Name of event/activity 4 hrs/wk-20 wks 9, 10, 11, 12
 Action verbs to describe – phrases only
 - Activities may have been in school or outside of school 2 hrs/wk-32 wks 10, 11, 12
 - Use action verbs to describe activities 20 hours 10
 Participated in...;
 - Use categories if you have multiple years/events in an activity
- Athletics (example of second category)
- List most recent and work backwards 11, 12
 - Same procedure as done with category 1 activity 10, 11
 - Categories not necessary if activities come from a variety of areas 9
 - Academic resumes may be multiple pages – it's the primary way colleges get to know you!

COMMUNITY SERVICE

- Same procedure as above 10, 11, 12

TALENTS/AWARDS

- List, brief description if necessary, most recent first 11, 12
- May come from school, work, community service, hobbies, etc. 11

WORK/INTERNSHIPS

- Include only if applicable
- May include summer, part-time
- Any paid work – office, retail, kid-sitting, pet-sitting, lawn service, etc.

SUMMER ACTIVITIES

- This category can be combined with Work/Internships if everything is in the summer
- May include mission trips, camps, travel, taking care of siblings

OPTIONAL CATEGORY TITLE

- Use only if you want to highlight some special skills/events. Examples might include...
- Computer languages; Specialized computer software capabilities – C++, Java
- Multiple foreign languages; Special hobby – build dollhouses; design web pages
- Musical instruments; Graphic design capabilities – InDesign, Flash

SAMPLE RESUME ACTION STATEMENTS

General to Expanded

+ General Statement

Extracurricular Activities or Leadership

Captain of _____ team 4hrs/wk **11**

+ Expanded Statement

Extracurricular Activities or Leadership

Captain of _____ team 4hrs/wk **11**

- Elected (or Assigned) to position
- Arrive early and work with coach to get practices started
- Lead warm up drills
- Motivate and encourage players on and off the field

+ General Statement

Employment

Manager - _____ pool 3hrs/wk-20 wks **11, 12**

+ Expanded Statement

Employment

Manager - _____ pool 3hrs/wk-20 wks **11, 12**

- Oversee private neighborhood pool and five employees
- Trained assistant pool manager in pool duties
- Manage private parties held on site. Responsibilities include lifeguarding, scheduling personnel, overseeing pool & grounds preparations, closing pool

+ General Statement

Leadership

Journalism class- Layout & Design Editor, April edition of school newspaper 30hrs **10**

+ Expanded Statement

Leadership

Journalism class-Produced April edition of school newspaper, _____, 30hrs **10**

- Layout & Design Editor (Elected): Designed cover graphic standards, proofread, coordinated with other editors, sold ads, interviewed people and wrote articles, produced _____ using Adobe InDesign® software.

EXPANDED ACADEMIC RESUME

Create a resume that **showcases**
all your high school **activities**,

uses **action verbs**
and **action statements** for concise
descriptions,

gives the college admissions reps
a **vivid picture** of who you are,

and makes you **standout** from
all the other applicants in
a **positive way!**

Wendy Andreen, PhD
College & Career Planning
wendy.andreen@getemail.org

Facebook® - "Like" Wendy Andreen, PhD – College & Career
Planning for free daily updates & information

Blog – <http://collegecareerscallings.blogspot.com>

LinkedIn – www.linkedin.com

LEADERSHIP & THE RESUME

Wendy Andreen, PhD

LEADERSHIP

- is one of the factors colleges review in a student's college application
- doesn't always mean being the president of a club
- may be demonstrated in a variety of ways so review your participation in every activity
- may be identified within your standard resume sections (Extracurricular Activities, Community Service, etc) or you may create a separate side-heading for Leadership and describe the activities that apply

ACTION VERBS ASSOCIATED WITH LEADERSHIP

Administered	Improved
Appointed	Increased
Coordinated	Managed
Delegated	Oversaw
Enforced	Reorganized
Executed	Streamlined
Hosted	Supervised

EXAMPLES OF LEADERSHIP ACTION STATEMENTS

National Honor Society 11, 12

- Elected Treasurer
- Reorganized the system to keep track of money and updated financial reports
- Streamlined the method for paying dues and established deadlines for payment
- Develop and present monthly financial reports

Assistant Coach – ABC Church Basketball League 11, 12

- Appointed by head coach in a volunteer capacity
- Organize and post practice schedule; contact team via email
- Developed Facebook® Fan Page for team to keep up with events
- Designed strategies for new plays
- Oversee drills and work with students in small groups to improve game

ACTION VERBS

Leadership Skills

Administered
Appointed
Approved
Assigned
Attained
Authorized
Chaired
Considered
Consolidated
Contracted
Controlled
Converted
Coordinate
Decided
Delegate
Developed
Directed
Eliminated
Emphasized
Enforced
Enhanced
Established
Executed
Handled
Headed
Hired
Hosted
Improved
Incorporated
Increased
Initiated
Inspected
Instituted
Led
Managed
Merged
Motivated
Organized
Originated
Overhauled
Oversaw
Panned
Presided
Prioritized

Recommended
Reorganized
Replaced
Restored
Reviewed
Scheduled
Secured
Selected
Streamlined
Strengthen
Supervised
Terminated

Communication Skills

Addressed
Advertised
Arbitrated
Arranged
Articulated
Authored
Clarified
Collaborated
Communicated
Condensed
Conferred
Consulted
Contacted
Conveyed
Convinced
Corresponded
Debated
Defined
Describe
Developed
Directed
Discussed
Drafted
Edited
Elicited
Enlisted
Explained
Expressed
Furnished
Incorporated

Influenced
Interacted
Interpreted
Interviewed
Involved
Joined
Judged
Lectured
Listened
Marketed
Mediated
Moderated
Negotiated
Observed
Outlined
Participated
Persuaded
Presented
Promoted
Proposed
Publicized
Reconciled
Recruited
Reinforced
Reported
Resolved
Responded
Solicited
Specific
Spoke
Suggested
Summarized
Synthesized
Translated
Wrote

Research Skills

Analyzed
Clarified
Collected
Compared
Conducted
Critiqued
Conducted
Detected

Determined
Diagnosed
Evaluated
Experimented
Explored
Extracted
Formulated
Gathered
Identified
Inspected
Interpreted
Interviewed
Invented
Investigated
Located
Measured
Organized
Researched
Reviewed
Searched
Solved
Summarized
Surveyed
Systematized
Tested

Technical Skills

Adapted
Applied
Assembled
Built
Calculated
Computed
Conserved
Constructed
Converted
Designed
Determined
Develop
Engineered
Fabricated
Installed
Maintained
Operated
Overhauled

Printed
 Programmed
 Regulated
 Remodeled
 Repaired
 Replaced
 Restored
 Solved
 Specialized
 Standardized
 Studied
 Upgraded
 Utilized

Teaching Skills

Adapted
 Advised
 Clarified
 Coached
 Communicated
 Conducted
 Coordinated
 Critiqued
 Developed
 Enabled
 Encouraged
 Evaluated
 Explained
 Focused
 Guided
 Individualized
 Informed
 Instilled
 Instructed
 Persuaded
 Set goals
 Simulated
 Taught
 Tested
 Trained
 Transmitted
 Tutored
 Administered
 Adjusted
 Allocated
 Analyzed
 Appraised

Assessed
 Audited
 Balanced
 Budgeted
 Calculated
 Computed
 Conserved
 Corrected
 Determined
 Developed
 Estimated
 Forecasted
 Managed
 Marketed
 Measured
 Planned
 Prepared
 Programmed
 Projected
 Reconciled
 Reduced
 Researched
 Retrieved

Creative Skills

Acted
 Adapted
 Composed
 Conceptualized
 Created
 Customized
 Designed
 Developed
 Directed
 Displayed
 Entertained
 Established
 Fashioned
 Formulated
 Founded
 Transformed
 Illustrated
 Initiated
 Instituted
 Integrated
 Introduced
 Invented

Modeled
 Modified
 Originated
 Performed
 Photographed
 Planned
 Revised
 Shaped
 Solved

Helping Skills

Advocated
 Aided
 Answered
 Arranged
 Assessed
 Assisted
 Cared for
 Clarified
 Collaborated
 Contributed
 Counseled
 Demonstrated
 Diagnosed
 Encouraged
 Ensured
 Expedited
 Facilitated
 Furthered
 Guided
 Helped
 Insured
 Intervened
 Motivated
 Provided
 Referred
 Rehabilitated
 Represented
 Supplied
 Supported

Organization/ Detail Skills

Arranged
 Catalogued
 Categorized

Charted
 Classified
 Coded
 Collected
 Compiled
 Approved
 Corrected
 Distributed
 Filed
 Generated
 Implemented
 Incorporated
 Inspected
 Monitored
 Operated
 Ordered
 Organized
 Prepared
 Processed
 Registered
 Reviewed
 Routed
 Scheduled
 Set up
 Submitted
 Standardized
 Systematized
 Updated
 Validated

More Accomplishment Verbs

Achieved
 Completed
 Exceeded
 Pioneered
 Resolved
 Restored
 Succeeded
 Surpassed