

KWHS College & Career Planning

TIPS FOR STELLAR RESUMES

The point of a resume is to demonstrate to your **audience** (teachers, counselors, administrators, college admissions officers, scholarship reviews committees, employers, etc.) **how you positively stand out from your peers and why you deserve the opportunity** or should reach the goal you are trying to achieve.

1. **Assume Nothing. It is your job to positively sell yourself.** Always consider your audience (from individuals that you may believe know you very well to individuals who have never met you). Despite their familiarity with you, your audience should walk away with a strong sense of who you are, what you've accomplished, why you're unique, and why you're a qualified candidate. They should learn something new about you.
2. **Everyone has Some Thing to Brag About.** We are all individuals and have unique strengths and talents – some are obvious and some are subtle. What are your personal attributes? What have you achieved that no one else has? What are your hobbies, interests, passions and goals? What are your skills and experience? Do you work or volunteer? What is your relationship with the world?
3. **It's More than a List – Details Matter.** Get specific and make sure that there is focus in your resume. What did you accomplish? What was your role? How did your involvement make the activity, project organization better? What is the “So What?” ?
4. **Presentation Matters as Much as Content.** Treat your resume as a physical representation of and promotional piece for yourself. How does its look represent you? Balance visual appeal with organization and length of the document. Brevity in descriptive writing – not narrative! Keep your resume to 2 pages if possible. Make your audience's job to review your resume easy. Readability, usability and clarity are paramount!
5. **Research Resume Examples.** Look for a variety of resumes from the visually-stimulating to the content-rich. What makes a strong resume? What makes a lousy resume? After a thorough examination of a resume, would you select or hire the individual? Why or why not? What would improve it?
6. **Create an Electronic Resume.** Your resume should continue to develop and evolve over the school year, so create it in an electronic word processing or design software that you can easily update when needed. Develop multiple versions of your resume for specific functions, goals or opportunities.
7. **Cover the Basics.** Decide on a format that best represents you, but be sure to include the basic categories: Name, Address, Contact Information, Objective(s), Education/Relevant High School Studies, Experience (Activities, Service, Accomplishments, Leadership, Awards/Recognitions), Work Experience, Certifications, and Personal Skills, Knowledge and Interests. *Include dates!*

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BETHANY S. PETERS

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Binghamton, NY 13902
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EDUCATION

Union Endicott High School, Endicott, NY
Regents Diploma expected June 2002
GPA- 94.12%

LEADERSHIP

Union Endicott High School

Foreign Student Coordinator

- Initiated social functions to help acclimate foreign students to American culture

Friend to Friend Program

- Started successful membership program between high school students and fifth graders

NCSY (National Conference of Synagogue Youth)

National Vice President of Education

- Planned and followed through with educational programs for 10,000 participants

Regional Vice President of Junior NYSY

- Arranged events and weekend conventions for 125 members

EMPLOYMENT

Press & Sun-Bulletin, Columnist, Reporter, Binghamton, NY (Summer 2000)

- Wrote column in Binghamton, NY newspaper addressing concerns of teens
- Researched topics and wrote articles on teen interests including how to deal with grief

COMMUNITY SERVICE

Binghamton General Hospital, Binghamton, NY

- Contributed 500+ hours in pediatrics, orthopedics, respiratory, radiology, surgical, ER
- Hypothesized on future market situations.
- Gained overview of investment diversification by managing simulated portfolio.

Clayton Avenue Elementary School, Teachers Aid, Vestal, NY

- Assisted teacher by providing instruction to groups and one-on-one.

Worked in community agencies: Volunteers of America and Salvation Army soup kitchen

SKILLS

- Proficient in Hebrew and French
- Working knowledge of Russian and Spanish
- Computer Literate

REFERENCES AVAILABLE UPON REQUEST