

TIPS AND TRICKS

Resume Edition

- **Header (Contact Information):**

- INCLUDE: Full Name, Phone Number, Professional Email, City and State, LinkedIn or Personal Website
- EXAMPLE:
Sarah Smith | sarahsmith@gmail.com | (123) 456-7890 | Miami, Florida | [linkedin.com/in/sarahsmith](https://www.linkedin.com/in/sarahsmith)

- **Education:**

- INCLUDE: High School Name (City, State), Expected Graduation Date (Month, Year), GPA (Weighted/Unweighted), Relevant Coursework (AP, Honors, Electives Related to Goals)
- Optional: SAT/ACT Scores
- EXAMPLE:
Coral Reef Senior High School, Miami, Florida
Expected Graduation: May 2026
GPA: 4.2/3.9
SAT: 1470
Relevant Coursework: AP Computer Science Principles, AP Economics, Honors English II

- **Leadership Experience:**

- Both Activities Inside and Outside of School, where you have Held some Type of Leadership Position
- INCLUDE: Your Role, Organization Name, and Time Period
 - Use Bullet Points in the Format: Action Verb + What You Did + Why/How/Result (Quantified as much as possible)
 - Keep It Achievement-Based, not Task-Based

- EXAMPLE:

Marketing Chair, Cancer Club — Aug 2023–Present

- Led a team of 10 in organizing a school-wide fundraiser, raising \$1,500 for cancer research
- Designed 10+ social media posts per week, increasing club engagement by 40%

- **Volunteering/Service Experience:**

- If you volunteered at the organization for a period of time, then include it; otherwise, if it was a one-time thing, don't include it
- INCLUDE: Organization Name, Time Period, Quantify Your Hours, and Results when possible

- Use Bullet Points in the Format: Action Verb + What You Did + Why/How/Result (Quantified as much as possible)
- Keep It Achievement-Based, not Task-Based

- EXAMPLE:

Volunteer, Hospital NAME — June 2023–Aug 2023

- Completed 100+ hours assisting nurses and transporting patients
- Streamlined patient check-in process, reducing wait time by 10%

- **Employment History:**

- Part-Time Jobs, Research Experiences, Internships, Study Abroad Programs
- INCLUDE: Organization Name, Time Period, Quantify Your Results

- Use Bullet Points in the Format: Action Verb + What You Did + Why/How/Result (Quantified as much as possible)
- Keep It Achievement-Based, not Task-Based

- EXAMPLE:

Tutor, Kumon — June 2024–January 2025

- Tutored 20+ middle and high school students in Algebra, Geometry, and Pre-Calculus, resulting in average grade improvements of 15–25%
- **Skills/Certifications:**
 - INCLUDE: List technical, language, or soft skills, and relevant certifications
 - EXAMPLE:
 - Python, Canva, Adobe Premiere Pro
 - Google Analytics Certified
 - Fluent in Spanish
- **Awards/Honors:**
 - INCLUDE: Include national/state/local recognitions, scholarships, etc.
 - EXAMPLE:
 - National Honor Society Inductee (2024)
 - 1st Place National Spelling Bee (2023)
 - AP Scholar with Distinction (2025)
- **Final Tips:**
 - Keep it to one page
 - Use clear fonts (e.g., Times New Roman, Arial, Calibri)
 - Consistent formatting: bold for titles, italics for places, dashes for dates
 - Export as PDF, not Word
 - Name your file professionally: FirstNameLastName_Resume.pdf

FirstName LastName

Home • City, State Zip • youremail@college.harvard.edu • phone number

Education

High School Name

City, State

[Note: May include GPA, SAT/ACT scores, or academic honors an employer may want to know]

Graduation Date

Leadership & Activities (Volunteer)

Organization

City, State

Role

Month

Year – Month Year

- This section can be formatted similarly to the Experience section, or you can omit descriptions for activities.
- If this section is more less to the opportunity you are applying for, consider moving this down your Experience section.

Experience (Job/Internships)

Organization

City, State (or remote)

Position Title

Month Year – Month

Year

- Beginning with most recent position, describe your experience, skills, and resulting outcomes in bullet form.
- Begin each line with an action verb and include details that will help the reader understand your accomplishments, skills, knowledge, abilities, or achievements.
- Quantify where possible.
- Do not use personal pronouns; each line should be a phrase rather than a full sentence.

Skills & Interests

Technical: List computer software and programming languages and your level of fluency

Language: List foreign languages and your level of fluency

Laboratory: List scientific / research lab techniques or tools [If Applicable]

Interests: List activities you enjoy that may spark interview conversation