

## **Detailed Breakdown of Sections in a Senior Résumé**

### **Heading**

-includes full name, address, city, state, zip code, telephone number, and email address

### **Academic Profile**

-all high schools you attended

-city and state of each high school

-dates you attended them

-class rank

-SAT / ACT scores

-Honors / AP / IB courses/PSEO/Concurrent Enrollment Courses (optional, Northwood-Kensett only offers AP, PSEO & CCE Courses)

### **Co-Curricular Activities, Extracurricular Activities, and Work / Volunteer Experience**

-each activity, positions held, grades in which you were involved

-specific contributions, duties, and recognition in each activity

-number of hours involved per week

### **Honors / Awards**

-short description of each

-month and year you won it

-why you won it

- *can include extracurricular/sports awards & letters, work honors, scholarships, National Honor Society, etc.*

### **Interests**

-items that are honest AND make you look good

- *Do not include non-productive pastimes such as watching TV, etc.*

### **College Application Résumé Tips:**

-List everything in reverse chronological order within each category.

- Make sure that your formatting is consistent throughout the whole résumé

-Be sure to mention any unusual experiences that will impress admissions officers.

-Proofread, proofread, proofread.

- Some information could be included in multiple spots on your résumé. Don't repeat the information! Instead, choose which area could use more information to "even things out."