BENTLEY UNIVERSITY

Admission 101

GUIDING YOU THROUGH THE COLLEGE ADMISSION PROCESS

HOW TO BUILD A STUDENT RÉSUMÉ

Building a résumé in high school will help you get a leg up when it comes time to apply to college. The Bentley admission team offers these tips to help make your résumé stand out.

START EARLY. Keep a running list of your high school accomplishments and experiences, starting in your first year of high school, including: academic and extracurricular achievements; sports and extracurricular activities; leadership positions; impactful courses and projects; community service, and paid work experience.

INCLUDE THE BASICS. Your name, address, email and phone number, as well as your high school information with your graduation date, GPA (weighted and unweighted), class rank (if applicable), and SAT/ACT scores.

USE CONSISTENT FORMATTING. This includes a conservative font (Times New Roman or Helvetica), font size (10 to 12 point and your name larger), line spacing, bullets and section headers (either all CAPS, **bold**, or <u>underline</u>).

BROADEN (AND TAILOR) YOUR EXPERIENCE. Include a mix of academic, professional, extracurricular, work and community-based experience.

INCORPORATE YOUR STRENGTHS. Highlight soft skills such as communication, organization, teamwork, attention to detail and ability to multitask. Also include technical skills — computer and foreign language proficiency, for example.

INCLUDE NUMBERS AND FIGURES. Quantifiable evidence makes a much stronger impact than a simple explanatory sentence does. Examples: How much money you saved a school club or how many students you supervised while working at a summer camp.

BE HONEST. If you signed up for a school club but never participated, don't put it on your résumé. Honesty is key. (Yes, it's as simple as that.)

PROOFREAD. Ask a friend, family member or teacher to proofread your résumé. Leave absolutely no room for errors of any kind, especially grammatical errors.

For more tips on the college admission process, visit us at:

bentley.edu/admission-tips

PDF5/20UG.279.19