

STUDENT RESUME BUILDER WORKSHEET

The fundamental purpose behind this document is to provide guidance and organization for accumulating an impressive student resume. The creation of a document or series of documents outlining your achievements will ultimately allow for time savings in completion of college applications and essays as well as serve to allow introspection which could lead to a more specific target objective for your college career.

The following are considerations and areas where a student may wish to focus in order to assemble a portfolio of achievements.

Start A Notebook

First, it is important to collect documents and notes of achievements in a single source. A large binder or 3-ring notebook would be best.

The items to consider collecting include:

- I Transcript**
- II Standardized Test Results**
- III Class Standing**
- IV Honors Courses**
- V Awards**
 - a. Honor Roll (dates)
 - b. Honor Society
 - c. Volunteer Honors
 - d. Community Service
 - e. Academic Competitions
 - f. Sports Awards
 - g. Scouting Awards

VI ExtraCurricular Activities

- a. Clubs
- b. Church Groups
- c. Community Service
- d. Big Brother/Big Sister
- e. Scouting
- f. Political
- g. Sports

VII Employment

- a. Positions
- b. Dates/Responsibilities

VII Volunteer Hours

- a. Organizations / Purpose
- b. Role / Activites / Hours

Get Referrals Now

In addition to the above, it would also be wise to begin developing a list of people who would be willing and able to offer a) personal, b) academic, or c) professional references.

You should start the process by identifying people in each of the three aforementioned categories. The individuals you select should have had adequate exposure to your performance in their respective areas of "expertise" and where you shared a good personal or professional relationship.

Once you have listed three to five individuals in each category, you should confirm their willingness to provide you with a positive written or oral recommendation, referral or accounting. Once you have discussed with them and gained their approval, you should record their contact information including full name, title, mailing address, email address and phone number(s). If, after discussion, you believe the referral source may not be willing or able to provide the best referral you had hoped for, go to the next source. Your objective is to create a list of individuals who can confidently recommend you as highly as possible.

If you perceive shortcomings after having had conversations with your referral sources, make certain to ask them for areas where they believe you may be able to improve. While this may not be a comfortable topic for discussion, it could lead to valuable personal improvement if you commit to making changes necessary to enhance your marketability.

Assuming they are willing or agree to provide a referral for you, be sure to provide them with your resume as they may be unaware of all of your accomplishments! This will allow a much more thorough referral or recommendation should they be contacted.

STUDENT RESUME BUILDER WORKSHEET

Write About Yourself

Another valuable exercise is to write an essay on your involvement in all activities in which you have participated. Things to include in your writing would be the motivation behind your participation, the value you brought to the organization as well as the personal value you believe you gained from participating. You should pay particular note to areas where you see consistency of personal satisfaction and enjoyment or aspects that you are particularly attracted to.

Focusing on these areas will allow you to participate in activities in which you are predisposed to greater enjoyment and likely, greater achievement.

Don't Keep It To Yourself

Once you've assembled as much of the above information as possible, organize it into logical sections so that it may be reviewed by someone you respect.

Although it may be difficult, insight from outside individuals could be valuable. Parents may be the most logical source for feedback, but be specific in the type of feedback you are looking for. For example you may be looking for their input on activities in which you participated but have not included. You may also look to them for guidance on referral sources.

People other than parents may also be able to offer valuable insight. Again, be specific with what you are asking of them and the type of feedback you would appreciate. Be open to any insight you may gain from this process and be willing to incorporate those changes or additions that are recommended.

How To Use Your Personal Account Binder

Once you have successfully assembled your record, you can proceed with confidence in any endeavor requiring personal accomplishment information. Aside from reminding you of your accomplishments, it can also be a great source to ensure consistently accurate information about your achievements.