

Final College Application Resume Assignment

At this time, all students should finalize & upload their formal Final College Application Resume.

Remember, a resume is your formal, organized brag sheet. It serves to highlight all your positive qualities and achievements. (It is *not* a place to point out or discuss your weaknesses).

Though each person's resume will end up looking slightly different, how you present the information, how organized and easy to read your material is, the exact words you choose to use, and what you decide to highlight will have a great impact on how the reader of your resume will judge its contents, and, thereby, you and your qualification! Therefore, realize that this is a strategic document, with which you are trying to market your achievements and impress admissions' officers. *How you say and present information matters!*

Do NOT limit the length of your college resume at this time to just one or two pages if that means deleting data that highlights your abilities and achievements! You get just one shot at admission when applying. If you have done enough to warrant a resume that is a few pages long, then be proud of those achievements and list them all.

- Keep in mind though that a resume is not an essay and should be straight to the point, easily and quickly readable, highly understandable, organized into concrete categories with powerful explanatory bullets -- **no paragraphs, empty filler words, or full sentences**.
- Start each bullet with the past tense of a strong action verb -- **not an "I"**
- Be **specific** about any skills you developed, leadership or other position held, contributions you made, and responsibilities entrusted to you for each activity listed
- Don't repeat information in different sections -- **group information wisely**
- Be sure to include dates of involvement for your activities listed and list items in reverse chronological order -- **from month, year to month, year/present**
- Be sure to include any quantifiable data where relevant -- **total \$ raised, specific rankings achieved, total # of hours, # of hours per week, and # of weeks per year completed, etc...**

Please use the notes you were asked to take during our **A.U.C. Resume Workshop** and, the **A.U.C. Hand-Outs on the Dos & Don'ts of Resume Creating & Powerful Resume Action Verbs to Use**, along with the resources found on **A.U.C.'s website** (<https://www.archimedean.org/building-your-resume/>) before uploading your Final College Resume to **Archie**.