

Tips to a Good Resume

You Must...

- Limit it to **1** page
- Include personal contact info
- List activities chronologically
- Only draw from high school
- Use basic font like Times New Roman or Arial

You Should...

- Consider categories such as:
 - Awards, Leadership, Clubs, Sports, Community Service, Employment, Internships / Job Shadow
- Indicate years of involvement
- Include level of participation
 - Captain, Treasurer, Shortstop
- Include key terms or duties
 - Coordinated school dance, designed web page, participated in 5K fundraiser

The Admission Essay

How do admissions committees use the essay?

The college essay can:

- Set you apart from the crowd
- Share information not yet featured
- Add detail or context to achievements
- Connect the dots for admissions officers
- Strengthen a marginal application

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How Do I Approach the Essay?

- Review other college essays to get a sense of format and style
- Concentrate on a moment in time
- Keep it “story” like
- Showcase your writing ability
- Make it your own

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