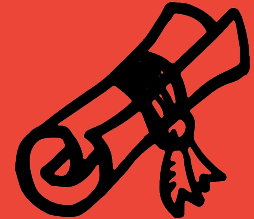
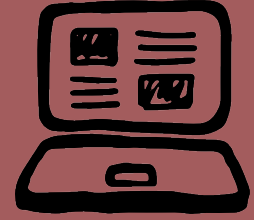




CRAFTING YOUR RESUME

for college and beyond

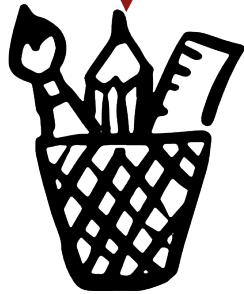
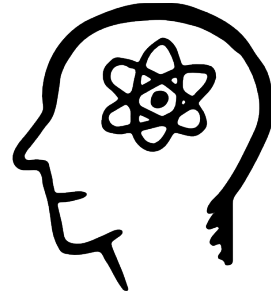


+ WHAT IS A RESUME?

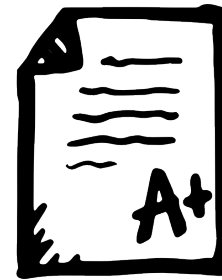
No, it's not a stupid question.



skills/experience



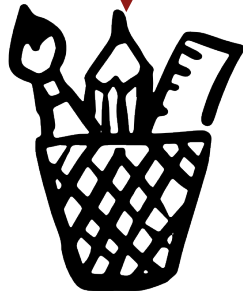
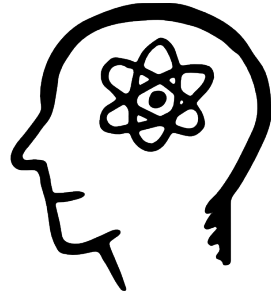
interests



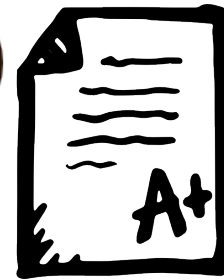
achievements



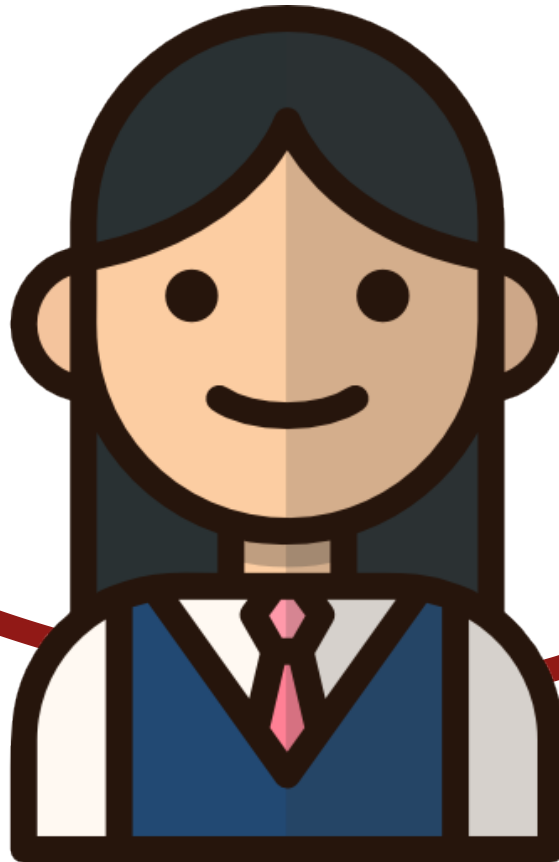
skills/experience



interests



achievements





**a three page
list of random
things you did
while in high
school**





This is an opportunity to
help colleges see

you.

Not numbers or grades.



WHAT
+ MAKES A
BAYLOR
RESUME?





peer/faculty
recognition



participation
in school trips



independent
research



international
travel



**At Baylor we like to stress
the things that make you a
unique candidate within
the applicant pool.**



club activities



leadership in
athletics



being friends
with a t-rex




the arts



a formatting
+ note before
we get to the
good stuff.





If you take away three
things from today, let
them be these three.





ONE

As in how many pages
your resume should be.

Period.

End of discussion.



TWO

As in the number of
fonts allowed to be in
your resume.



THREE

As in the **maximum**
number of sentences
you can use to describe
one activity.

+ Let's brainstorm.

What are the things you do/
have done that matter?



Let's brainstorm.

- Sports
- Walkabout
- Theater
- Music
- + Fine Arts
- Round table
- Red Circle
- Inner Circle
- Community Service
- International Travel
- Religious Groups
- Babysitting
- Summer Jobs
- Regular Jobs
- Camp
- Independent Projects
- Global Scholars
- Clubs
- Awards and Honors
- Admissions Events
- Community Involvement
- Baylor Notes
- Periaktoi
- Who knows?!?



+ Let's organize.

What are the common threads
in your experiences, skills, and
interests?



+

Let's organize.



1. Education
2. Leadership/
Experience
3. Skills
4. Interests

1. Extracurricular
Activities
2. Unique
Experiences
3. Honors and
Awards

1. Leadership
2. Learning
3. Service

Something else!



+

Let's organize.

Picked your categories?

Sort and order your items based on importance, time spent, etc.

Some items may not make the cut.
That's okay!






+ Let's write.

How do we describe the
things you've done?





Descriptions should be
active, engaging, and
concise.

Example: You babysat kids
over the summer.



Example: You babysat kids over the summer.



NO.

I babysat Jimmy and John over the summer. We played games outside and went to the aquarium.

YES.

Babysat two middle grade children over summer break. Encouraged movement and nature appreciation through interactive activities and planned field trips to local educational exhibits.



+ Let's write.

How do we describe the
things you've done?



Let's write.

- Avoid pronouns, particularly “I”
- Use active language and those vocabulary words (within reason)
- + • Keep it short! 3 sentences max
- Mention selection process for awards, honors, etc. if possible
- It's okay to brag



+ How to put
it together.



+ How to put it together.



JON
SNOW

KING OF THE NORTH

CONTACT

000-000-0000

JONSNOW@EMAIL.COM

WWW.WEBSITE.COM

PROFILE

Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum.

EXPERIENCE

JOB TITLE
COMPANY NAME | DATE 2013 - DATE 2016

- Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam
- At vero eos et accusam et justo duo dolores et ea rebum

JOB TITLE
COMPANY NAME | DATE 2012 - DATE 2013

- Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam
- At vero eos et accusam et justo duo dolores et ea rebum

JOB TITLE
COMPANY NAME | DATE 2012 - DATE 2012

- Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam
- At vero eos et accusam et justo duo dolores et ea rebum

EDUCATION

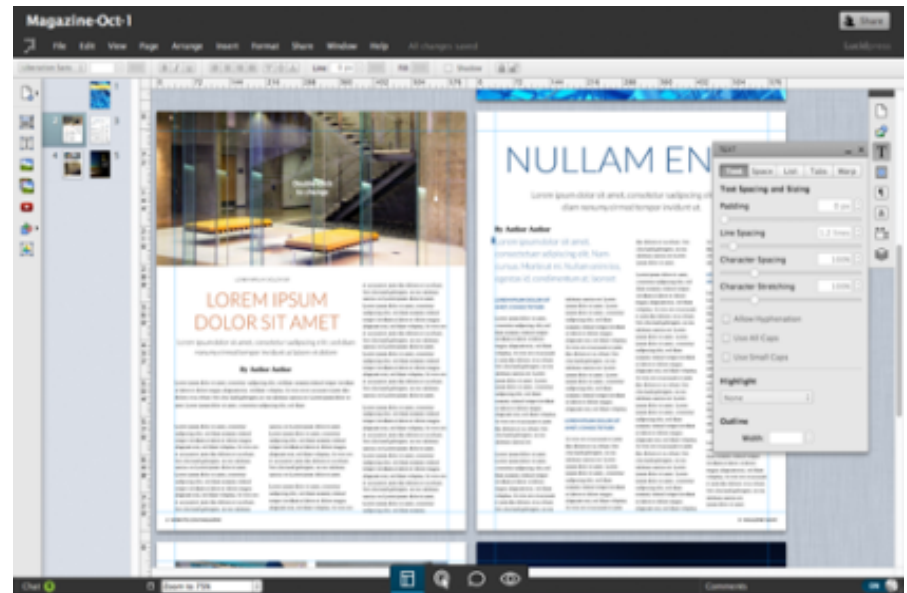
BACHELOR OF SCIENCE, MAJOR IN SUBJECT
UNIVERSITY NAME | 2008 - 2012
GPA: 3.8

SKILLS

- Lorem ipsum dolor
- Sit amet
- Consetetur sadipscing
- Elitr sed diam nonumy
- Eirmod tempor
- Invidunt ut labore
- Et dolore magna
- Aliquam
- At vero eos et
- Accusam et justo
- Duo dolores et ea

AWARDS

NAME OF COMPANY
NAME OF AWARD
MAR 2015



Lucidpress

+ How to put it together.

- Go to lucidpress.com and click “Sign Up Free”. *You MUST use your Baylor email address to qualify for a free educational account.* Select “Free” from the account options when registering.
- Request an upgrade to an educational account at bit.ly/baylor_resume
- Go to “Documents” from the top navigational bar
- Create a new document by clicking the “+Document” option near the top of the page. If you would like to use a template, click the arrow to the right of the text. Select the template most relevant to what you’d like to create. The Professional Resumé is a great place to start for your first resumé. Alternatively, there is a Baylor template at bit.ly/baylor_template
- Fill out the sections! Place items in descending levels of importance. Current and important activities/experiences should go at the top.
- PROOFREAD IT.
- PROOFREAD IT AGAIN.



Still have
questions?
+ Come talk
with Ms.
Habib.





**Book directly into
my schedule @**

ilanahabib.youcanbook.me