

# CREATING YOUR COLLEGE RÉSUMÉ

## Congratulations...You're a College Student!

We know that you have invested a lot of time in your studies and have successfully navigated the college application process. Believe it or not, you will be spending the next four years exploring and preparing for your career success after college graduation. It will be here before you know it.

As a new college student, it's important for you to take another look at the résumé that you created in high school. There are changes that you should make now to align your résumé with the expectations of college recruiters and career coaches.

The following resources can help you to transform your high school résumé into one that showcases your college experiences:

- » Visit [ist.psu.edu/resumes](http://ist.psu.edu/resumes) for résumé samples and suggestions on how to help you stand out to recruiters.
- » Schedule an appointment at [appointments.psu.edu](http://appointments.psu.edu) or stop by E103 Westgate Building to meet with a member of IST's Career Solutions team to explore the career development resources available to you.
- » Review the step-by-step edits below that new college students typically need to make to their existing résumés.

**Updating your high school résumé for college can help you stand out to potential employers and help you more effectively share your education and experiences. Here's how:**

### First Steps:

- » Create your résumé using Microsoft Word, but avoid using a template
- » Make sure to use consistent fonts, indents, and styles for all information
- » Limit how you vary font sizes and styles (e.g. bold, underline, italics)
- » Be consistent with formatting for dates and locations

### Things to Remove:

- » Professional references
- » Objectives (unless you have limited experience and need to fill space)
- » Pictures and graphics

### Contact Information:

- » Update your contact information to your cell phone, local city, and state, Penn State email, and your LinkedIn URL which will help recruiters identify you as a Penn State student

### Education:

Add your Penn State degree information first as follows:

- » *The Pennsylvania State University* **OR** *Penn State University* — Expected May 20XX
- » *B.S.* **OR** *Bachelor of Science, Information Sciences and Technology: Integration and Application option*
- » If you are unsure of your major, put your goal as *Intended major* but include *B.S. OR Bachelor of Science*
- » Add your GPA after the first semester, but if you were in LEAP student then you can include your summer GPA

### Work, Student, and Project Experience:

- » Add your experiences in reverse chronological order and include dates (most recent experience first)
- » Break your experiences into several sections if appropriate, such as *Work Experience*, *Volunteer Experience*, and *Student Experience*
- » Work experience in the service industry is great (e.g. sales clerk, camp counselor, wait staff)
  - Include soft skills that you used, such as teamwork, customer service, time management
  - Use numbers to highlight accomplishments and results of your work
  - Demonstrate the impact of the work you did
- » Keep only relevant experiences and student involvement from high school, and organize groups of information together
  - *For example:*
    - Lewisburg Area High School Band (August 2018 - May 2021)
      - Marching Band – Section Leader (2017-2019)
      - PMEA District Band (2017-2021)
      - PMEA Regional Band (2019)
    - Robotics Club (August 2019)
      - Earned first place out of 15 teams at regional competition