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|  |  | Objective To be admitted to XYZ University to pursue studies in Xyz. |
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|  |  | Education **Century High School**, Santa Ana, CA, June 2013 Overall GPA 3.8; Honor roll each quarter (optional) |
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|  |  | Experience *Tutor*, **Student Tutors at Washington**, Southampton, PA January 2009 - present   * Helped elementary school students apply mathematic and scientific concepts to their homework assignments * Helped coordinate a weekend trip to the Philadelphia zoo each season * Designed a packet of math and science questions related to the animals and exhibits children encountered there * Mentored and assisted a student pen-pal with studies and adjusting to different grade levels   *Volunteer*, **Soup Kitchen**, Philadelphia, PA Fall 2008 - present   * Served meals to over 100 less fortunate individuals each week * Created a brown bag lunch program * Collected donations and packed bags of food for individuals to take home |
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|  |  | **Skills and Languages**   * Spanish - Beginners level * French - Beginners level |
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|  |  | **Awards**   * ROSES, Recognition of Excellence in English, 2012 * Century Athlete of the Month, Boys Basketball, October, 2011 |
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|  |  | **Interests**   * Reading * Ultimate frisbee * Guitar * Comic books |

ADVICE FOR RESUMES AND INTERVIEWS:

1)  Generally you want to limit it to one page (print), but that could be changing with online submission of resumes.  It's also good to edit based on where you're applying and limit your information to what's **relevant**.

2)  With the above in mind, keep your description of responsibilities clear and **concise**, and don't try to make it more than what it really is/was.  In fact, most of your descriptions can probably be summed up in one line of **essential** information--anything more and you're probably overdoing it.  The exception may be work you've done that is specifically related to the job you're applying for.

3)  Because there is no standardized format (unlike MLA, etc.) you can play with font-size, though I would stick with standard fonts.  More important than a standard format is **consistency** and "the eye test"; in other words, does it look good?  Are the margins standard?  Is the placement of dates consistent?  Are your verb tenses consistent? Does it look like you took time with it?  When you change from Google docs to Word (or vice versa), sometimes the format changes, so you have to spend time making sure it simply looks good.

4)  With skills, stick with ones that are quantifiable and/or measurable (are you certified, did you take a class or have specific training with them?).  Leadership, communication, and critical thinking skills should be an obvious part of your job/volunteer/educational experiences; putting them as random skills is unnecessary (they'll find out if you can communicate during the interview).

5)  Never underestimate the importance of interests--these often become talking points during interviews and can allow you to make more real connections with the interviewer, so be prepared to answer questions regarding these during the interview (i.e. What are you reading now?  Read any good books lately?  What’s your favorite book?  You’d hate to flop on these questions when you've put it down as an interest).  You never know when you'll run into a CEO who happens to be into ultimate frisbee.

6)  Finally, when you get to the interview stage, have at least one prepared question for the interviewers that is specific to the job you're applying for, or even the interviewer (i.e., for a law firm:  "What are the demographics of your clients?" or "What made you want to practice patent law?").  Do some research before you go in, and don't be afraid to ask questions you may actually already know the answer to--either way it makes you look like you're **genuinely** interested in the job and have already put some thought into it.