

In no particular order... Top Ten “Don’t Do” on the College Application Résumé

10. "Who's Who Among American High School Students" and other similar "awards" are not considered by colleges/universities to be legitimate. If you have a question about if something you receive is “true,” please ask. Many of these are “scams” through purchased sales lists.

9. Th does not belong. Simply use (9,10,11,12) to indicate the grade level during which a particular activity was performed instead of (9th,10th,11th,12th). Those th notations can become difficult to read when the admission representative has reviewed 50+ other files that same day.

8. There is no need to double up on your academic record. Your official transcript is where the admission office will refer for course selection, test scores, and grades earned...not your student resume.

7. Eighth grade does not count. Your resume should be based upon your accomplishments in high school, not what you did in grade school or junior high. Exceptions might be (as an example) a particular activity that you started in seventh grade and continue to do consistently now.

6. Don't include your school's contact information on your resume. That information is included in other places within your application for admission. Save the space to highlight your own personal achievements.

5. Skip the abbreviations. Opt to spell out National Honor Society (NHS), and similarly named student organizations. NOTE: It is Honor (singular), not Honors.

4. Don't turn your resume into a novel. Remember, this is your resume, not your essay.

3. Inconsistency can make your resume difficult to read. Don't bold one heading and not the next. Don't put a period at the end of one description and not at the end of others. Don't use multiple fonts. Etc.

2. Don't let information get away! Keep a block of text for a particular activity on the same page. This may require moving margins, deleting extra words, etc. You don't want the reader to forget what the activity was when they have to flip the page to continue reading.

1. Do not submit a first draft of your resume. Take time to edit and revise, just as you will do for your essay. Get your resume to a perfect state now, so that you have it ready to submit with each application for admission and scholarship. Just make updates as they occur senior year.