

**10****Start Early**

Even a high school sophomore can have a great starter resume'. Also, once you've gotten it started it is very easy to maintain and update as you add more accomplishments.

9**Get Real**

And in this case, I mean your email address. Sure, you can keep the "ImASoccerStar" email for your friends, but you want colleges to find you. Try something like my.name@email.com

8**Cover the Bases**

Consider three components : Academics, Activities, and Accomplishments. You can use others, but make sure you show the breadth of all you are doing.

7**Stay Focused**

"The secret to being boring is to tell everything." - Voltaire. Not everything you accomplished needs to be listed. Don't let the important points get lost in the clutter.

6**Look to the Future**

Choosing what to include may depend on where you want to go. Pick items that align with your future goals. Don't forget to include planned courses for the upcoming year.

5**Your Role**

Include your role (eg. Team Captain, Vice-President), but be prepared to discuss why that matters. Most people want to know what you did, not just what position you held.

4**Results Matter**

Include test scores (SAT, ACT, AP, etc). For organizations, highlight a specific result you helped achieve. People want to know why you invested your time, not just what you were involved in.

3**Depth and Breadth**

Being involved over a period of time shows colleges that you are committed, and have passion for what you do, not just padding your history. State the timeframe/duration for your activities.

2**Short and Sweet**

Keep it to a page or two (max). It has to be easy to read, so play with formatting and layout to make sure the points are easy to find. If you stay focused, it shouldn't be more than a page or two.

1**Use it**

The best resume' in the world isn't helpful if nobody sees it. Admissions Interviews, College Fairs, visits with college professors, and even recommendation writers can all benefit from seeing your resume'.

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