

How to write a College Student Resume and Writing Tips

When creating a resume as a college student, you need to emphasize not only your work history but also your education. For a student resume, you can also demonstrate your skills and abilities by including volunteer work and other extracurricular activities.

Review what to include in your resume, tips for writing a resume that highlights your qualifications, and download a resume template you can use as a starting point for creating your own resume.

What to Include in Your Resume

Here's information on what to include when you're writing your resume as a college student or recent graduate.

- **Focus on education.** Emphasize your academic history. Along with the name of your school and degree, include any achievements, such as a high GPA or any academic awards. If you have taken courses related to the job you're applying for, list those as well.
- **Include relevant jobs.** Think about the skills and experiences required for the job you want. Include any internships or jobs where you developed these qualities. Even if your work experiences aren't directly related, think of ways to highlight experiences you had that are relevant to the job you want. For example, you might include a former job as a cashier if it helped you develop customer service or leadership skills.
- **Include extracurricular activities.** Because you likely have limited work experience, emphasize any non-work activities. These might include clubs, sports, babysitting, volunteer work, or community service. All of these activities can show your skills and abilities.
- **Include leadership experience.** Have you held a position in a club, or been a captain on a sports team? Have you had any leadership responsibilities at your previous jobs? Be sure to list these experiences, as they show your ability to lead a team.

Tips for Writing a College Resume

Read below for tips on how to write a strong college resume.

- **Use action verbs.** Action verbs help show your responsibility. When describing your achievements, use action words. Words like led, researched and created to portray your experiences in an energetic way. Check out a list of action words for useful examples.
- **Quantify when possible.** Whenever possible, include numbers to show your achievements. For example, you might say that you worked the cash register at a store that managed \$10,000 daily, or that you helped 50 - 100 customers daily at your retail job.
- **Showcase the skills that qualify you for the job.** Some skills are in high-demand for employers hiring college graduates, and there are other skills that specifically relate to the job for which you're applying. Be sure to include the most relevant from each category on your resume.
- **Carefully edit and proofread.** Proofread your resume carefully before submitting it. A clean, error-free resume will make you look professional. Ask a friend or family member to read the resume for you as well.
- **Use a resume example.** Use a resume example (like the one below) or template to guide your own writing. A resume example can help you decide what kind of content to include, as well as how to format your resume.

When you use a resume template, be sure to tailor it to fit your own experience and qualifications, and the job for which you are applying.