



RESUMES

Converting a high school resume
to a college document

careers.tufts.edu

What Is a Resume and Why Do You Need One?

Your resume is a document that communicates your skills, abilities, experiences, and knowledge. You may or may not have created one already to apply for college, a job, a scholarship, etc.

Now that you are at Tufts, it's time to transition whatever prior resume you may have created into what employers, professors, and other professionals will be expecting to see from a college student. You might also be starting from scratch and building your first resume, which is just as good!

STEP 1:

Let's get started by brainstorming and listing all the experiences you might want to include on your resume. You might not end up including everything on this list in your final document, but this is an important first step that you don't want to skip.

1. What educational experiences have you had?

Examples:

- Attending Tufts – working towards a bachelor's degree
- Attend high school – received high school diploma

2. What meaningful experiences have you had?

This could include...

- Paid experiences, unpaid experiences, volunteering, clubs and organizations you've been a part of, leadership positions you've held in any clubs or organizations, extra-curricular activities, how you spent time if you took a break or "gap year" from school

3. Which skills do you possess?

For example:

- Do you speak another language? Do you play an instrument or know how to operate a camera? Do you have technical skills for coding or computer software, etc.?

STEP 2:

Now that you've listed all the possibilities you could include on your resume, it's time to organize and formalize that information. Your high school resume may include multiple pages of detail, but for your college version, you might need to streamline and strategically trim content to adhere to the 1-page recommendation.

Think about your audience. Who is likely to receive your resume? Are there particular pieces of information that would be more relevant for your reader? Begin to group those items into at least three sections: Education, Experience, and Skills. See the following pages to learn more about structuring your resume sections, writing engaging bullet points for your experiences, and highlighting skills.

STEP 3:

Bring your draft to the Career Lab for a review and to workshop it with a Career Fellow. [Career Lab days & times are located here.](#)

Want help getting started? We can help! Come to the Career Lab and we'll help you build your resume from scratch. Wherever you are in the process, we are here to help!

Basics

Your resume is a summary (the big picture) of your competencies and experiences, both paid and unpaid. You may have one or two versions of your resume, but you'll have a customized cover letter for each position. It's a marketing tool that shows how you meet an employer's needs.

EDUCATION

For current students or recent alumni, the education section should come first, with the most recent education listed first.

- Your institution and location
- Your degree and major and minor
- Expected graduation date

Optional: study abroad programs, previous institutions, high school, relevant courses, GPA

Consider: What do these facts demonstrate about you? What and how does it add to your candidacy?

EXPERIENCE

Don't just tell the employer your responsibilities - communicate your accomplishments and transferable skills. Can include full or part time work, summer jobs, internships, research, academic projects, campus leadership, volunteer opportunities, etc. You can highlight different themes that are relevant to the role (e.g., Research, Leadership, Volunteer, Community Engagement).

- List experiences in reverse chronological order within each section (most recent first)
- Include name and location of the organization where this experience took place and the title of your role
- Include start and end date for your experience. If it is ongoing, list your end date as "Present"
- Describe your experience in accomplishment statements (bullet points) using this method for which information to include:

Action Verb + **Accomplishment** + **Method** (+details + context + results if applicable)

*Action Verb + **What you Did** + **How you did it** (+ details! + what was the impact?)*

SKILLS

List relevant skills, which might range from technical skills, like expertise using a digital tool, to experience-based skills like project management or database design. This section can also include certifications, languages, etc. As this section grows, you may divide it into several distinct skills sections like Software Expertise, Lab Skills, Teaching Skills, Design Skills, etc.

Checklist

Is Your Resume...

- ✓ Easy to read?
- ✓ Simple, clean font
(e.g. Times, Arial, Garamond)
10 to 12 pt. font
- ✓ 0.5 to 1 in. margins
- ✓ Error free (grammar & spelling)?
- ✓ Devoid of personal pronouns
(I, me, my, we)?
- ✓ Concise?
- ✓ Reverse chronological?
- ✓ Tailored to the type(s) of opportunities you are seeking?

Does your resume...

- ✓ Effectively communicate your relevant skills and experience?
- ✓ Use consistent formatting for dates, job accomplishments, etc.?
- ✓ Display your strongest or most relevant qualifications near the top of the page or section?
- ✓ Highlight all your related/transferable experience?
- ✓ Utilize action verbs and results-oriented language to describe your experience?
- ✓ Display on the screen without formatting errors as a PDF attachment?
- ✓ Emphasize your strengths and highlights what is unique about your competencies and experiences?
- ✓ Use language and keywords from the job description when appropriate?

Resume Bullets

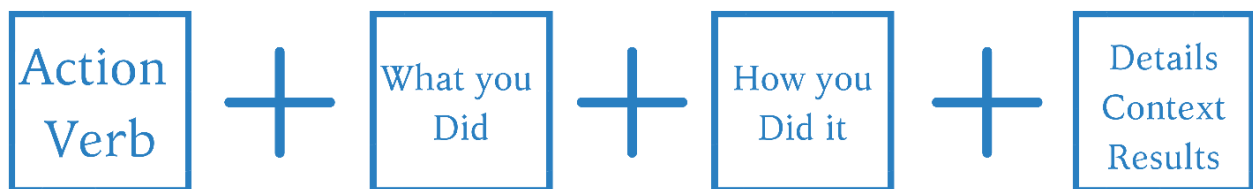
Writing resume bullets can be the most challenging part of building your resume. It's crucial that you effectively describe your experience and skills. Your bullet points should be more than just a list of the tasks and responsibilities you managed in a particular role. You'll need to communicate the skills that you have developed and the skills that distinguish you from someone else who has been in the same role or had similar experiences. You'll also want to demonstrate the impact or results of the tasks and the responsibilities you had.

Think of your bullet points as accomplishment statements. Ask yourself:

- What did you accomplish? Why and how did you complete this task?
- What was your unique impact or contribution within this role?
- What sets you apart from others who might have done something similar?

The Formula

To help you get started, use the following basic formula to craft your resume bullets



Every bullet should begin with a strong action verb. Use the following action verb list to jumpstart your ideas.

This is a brief statement of the task, duty or responsibility. Take any opportunity to quantify what you did. Keep in mind, that this is now the central focus of your bullet point.

Go beyond telling the reader just what you did, but tell them why and how. This is where you start to demonstrate your skills, abilities, and knowledge.

Fill in the details and context that's necessary for the reader to understand the whole picture. If there are results or an impact that you can share, be sure to include that.

Examples: Before & After

Responsible for data entry →

Accurately entered data into SIS using strong attention to detail to update alumni contact information after yearly alumni survey

Provide after school tutoring support →

Tutored approximately 10 students in chemistry and biology on a weekly basis while constantly assessing each student's needs to structure and scaffold instruction appropriately

Answer phone calls at crisis hotline →

Provide weekly crisis counseling to sexual assault survivors to give them immediate emotional support and refer them to appropriate counseling, legal, and medical advocacy services

Researched and wrote memos on environmental issues →

Drafted memo on climate resilience for 10 lower income communities across the country

ACTION VERBS

Administrative Skills

approved	collected	generated	operated	purchased	specified
arranged	compiled	implemented	organized	recorded	systematized
catalogued	dispatched	inspected	prepared	retrieved	tabulated
classified	executed	monitored	processed	screened	validated

Communication Skills

addressed	developed	formulated	moderated	publicized	translated
arbitrated	directed	influenced	motivated	reconciled	wrote
arranged	drafted	interpreted	negotiated	recruited	
authored	edited	lectured	persuaded	spoke	
corresponded	enlisted	mediated	promoted		

Creative Skills

acted	developed	founded	integrated	performed	
conceptualized	directed	illustrated	introduced	planned	
created	established	innovated	invented	revitalized	
designed	fashioned	instituted	originated	shaped	

Financial Skills

administered	appraised	budgeted	developed	marketed	projected
allocated	audited	calculated	forecasted	pitched	researched
analyzed	balanced	computed	managed	planned	

Helping Skills

assessed	counseled	educated	familiarized	rehabilitated	
clarified	demonstrated	expedited	guided	represented	
coached	diagnosed	facilitated	referred		

Management Skills

administered	conducted	developed	increased	produced	scheduled
analyzed	consolidated	directed	organized	recommended	strengthened
assigned	contracted	evaluated	oversaw	reviewed	supervised
attained	coordinated	executed	planned		
chaired	delegated	improved	prioritized		

Research Skills

clarified	diagnosed	extracted	interpreted	organized	surveyed
collected	evaluated	identified	interviewed	reviewed	systematized
critiqued	examined	inspected	investigated	summarized	

Teaching Skills

adapted	communicated	encouraged	guided	persuaded	
advised	coordinated	evaluated	informed	set goals	
clarified	developed	explained	initiated	stimulated	
coached	enabled	facilitated	instructed		

Technical Skills

assembled	computed	engineered	operated	remodeled	upgraded
built	designed	fabricated	overhauled	repaired	trained
calculated	devised	maintained	programmed	solved	

NAME

Pronouns | Phone number | Tufts email

EDUCATION

Tufts University, Medford, MA
Candidate for Bachelors of Arts

Expected May 2027

Saratoga Springs High School, Saratoga Springs, NY
High School Diploma

May 2023

WORK EXPERIENCE

Happy Valley Summer Camp, Saratoga Springs, *Camp Counselor*

May 2023 – Aug 2023

- Planned, coordinated, and executed activities while guiding group of 20 middle school campers in personal growth and daily living skills
- Assisted in direction and supervision of campers in living unit and during activities while championing program initiatives and camp mission
- Safeguarded personal property, camp equipment, and facilities
- Provided leadership to campers in all areas and acted as a role model in all areas of camp activities, including cleanliness, punctuality, chores, rules and sportsmanship
- Planned and hosted end of summer bonfire by securing fire permit and needed materials and teaching safe bonfire procedures to campers

Hudson Valley YMCA, Saratoga Springs, *Teen Mentor*

May 2022 – Aug 2022

- Facilitated small group discussions with teens about issues such as dating, fitness, education, and alcohol and drug awareness to promote a healthy, people-centered approach to safety and harm reduction
- Contributed to and participated in training program and weekly meetings with YMCA staff to strengthen group facilitation skills

Serenity Housing, Ballston Spa, NY, *Receptionist*

Jan 2022 – Aug 2022

- Provided warm and attentive customer service by greeting clients and answering phone calls in a high-volume sales office
- Reviewed office databases to update and improve current file

LEADERSHIP

Psychology Club, Saratoga Springs High School, *Vice President*

Sept 2021 – June 2022

- Moderated weekly meetings consisting of 25 members by keeping track of time, taking notes, and announcing agenda items
- Coordinated monthly one-time volunteer opportunities for members by partnering with local community organizations
- Coordinated speaker series by researching local psychology professors to come talk with our group and share about their research

SKILLS

Computer: MS Excel, PowerPoint

Language: Proficient in Spanish

Eddie Example

(617) 456-7890 | Eddie.Example@tufts.edu

EDUCATION

Tufts University, Medford, MA Expected May 2026
Bachelor of Arts

Longfellow High School, Miami, FL May 2022
High School Diploma

COMMUNITY ACTIVITIES

Tufts University Football Team, Medford, MA August 2022 – Present
Wide Receiver

- Designated as “Huddle Leader,” including motivating and maintaining positive team morale for first year players
- Dedicate 30 hours per week in season and 10 hours per week in the off-season
- Awarded fall ball “Player of the Week” for weight room work ethic displayed during the offseason

Tufts Financial Group, Medford, MA October 2022 – Present
Member

- Participate in Analyst Training Program where Tufts students discuss and learn about concepts in finance industry such as valuation methods and financial statements
- Learn from guest speakers who discuss their jobs and experiences within finance industry

WORK EXPERIENCE

Lokai Restaurant Miami, FL June 2022 – August 2022
Professional Wait Staff

- Provided high quality customer service when welcoming guests, taking orders, serving, and maintaining facility
- Maintained an extensive knowledge of 3 menus, from ingredients through cooking methodology, to educate guests and answer questions
- Efficiently served food and beverages to an average of 30 customers per shift following proper health and safety protocols and procedures
- Processed check payments via cash, credit, debit, and gift cards using Lightspeed POS system
- Supported servers and kitchen by proactively assuming work duties, including restocking, cleaning, food running

Private Tutoring Miami, FL June 2021 – August 2021
Tutor

- Created lesson plans for 4 high school students to help boost test scores in geometry and algebra 2
- Worked in both small groups and individually with students to teach and practice material
- Kept track of students’ progress and used information from practice tests to identify areas for improvement

Doordash Miami, FL December 2020 – May 2021
Self-employed Dasher

- Located, purchased, and delivered more than 500 grocery orders to client homes
- Accommodated customers’ special requests including items, delivery spot or method, and delivery time

Ransom Everglades Camp Counselor Miami, FL June 2018 – August 2019
Camp Counselor

- Planned, organized, and led daily programs and activities for approximately 30 children in a group setting
- Communicated and interacted with parents regarding camper behavior, special field trips, and safety information

SKILLS

Technical: Proficient in Microsoft Office (Excel, Word, PowerPoint), Experience with STATA

Language: French (fluent)

Sample Student

(617) 123-4567 | sample.student@tufts.edu

EDUCATION

Tufts University, Medford, MA
Bachelor of Arts in International Relations
GPA: 3.6
Relevant Coursework: Introduction to International Relations, Principles of Economics
Activities: Club Fencing, French Society, Mountain Club

Expected May 2026

COMMUNITY INVOLVEMENTS

Tufts Literacy Corps, Medford, MA
Reading/Writing/Math Tutor

- Evaluate students for weak areas and assisted in improving their knowledge and understanding of these topics
- Prepare weekly lesson plans to accommodate each individual student
- Develop unique and interesting games and activities to engage students
- Analyze and maintain records of progress to individualize tutoring, with focus on social emotional learning

Asociación Yanapasun, Urubamba, Perú
Tufts Civic Semester Participant / Full-time Intern

- Learned and practiced basic physical therapy skills under the mentorship of certified physical therapists
- Initiated an independent project aimed at promoting self-care for disabled patients
- Designed skill-learning workshops with mental health counselors and empowered at least 5 patients to seek employment or start their own businesses
- Engaged in community organizing projects including a rally of approximately 50 people to promote disability rights awareness

YMCA, San Diego, CA
Community Tutor

- Tutored English and Math to several elementary school students both in person and virtually
- Worked with a Sudanese refugee one-on-one to help prepare them to receive a GED by creating lesson plans and working through books and materials together

October 2023 – Present

September – December 2022

September 2021 – May 2022

VOLUNTEER EXPERIENCE

Center for Turtle Rescue, Costa Rica

- Contributed to Leatherback Sea Turtle conservation efforts on the Caribbean coast of Costa Rica by collecting eggs from the beach and transporting them to a safe hatchery

April 2021

WORK EXPERIENCE

All Mountain Sportswear, San Diego, CA
Retail Sales Associate

- Provided attentive and cordial customer service in English and Spanish
- Successfully maintained the storefront and operated cashier and POS system

September 2019 – July 2023

SKILLS

Language: Spanish (fluent)