

## Living Resume

Begin setting up your **Living Resume** to submit along with the college applications that are sent out in the future. Start a file of all awards, accomplishments, activities, community involvement, certificates, and extracurricular activities. Include any letters of recommendation from teachers, principals, ministers, public figures, etc. Maintain this throughout high school. Also, include anything that can help sell you to the colleges.

The admissions department goal at any college is to attract as many “low-maintenance” students as possible. Statistics show the more well-rounded the student is means the student will complete a bachelor’s degree and possibly pursue a master degree or higher. Net result, more money for the colleges!

The student’s goal is to be accepted to four or more colleges (six colleges is preferred). The living resume is part of the process of acceptance.

### **I. What is a Living Resume?**

Each year thousands of students fill out admissions applications in an attempt to gain entrance into the college of their choice. Many attempt to enter prestigious colleges with the understanding that even though their high school record is impeccable, there are thousands of other students that are better. How then can students place themselves above the masses to receive that letter of acceptance?

### **II. Why should I do a Living Resume?**

Admissions Officers review thousands of applications. Being accepted to a particular school may be the most important decision of your young life, but to them it is a tedious task. Therefore, you should put yourself in their shoes and help them make their job easier. A two (2) page Living Resume accomplishes this goal with style. It allows for a quick review of your background to showcase your abilities and talents. Best of all, it saves the admissions review committee time. Showing consideration for their time may give you the edge you need to gain acceptance.

### **III. What should a Living Resume contain?**

Similar to a job resume, the Living Resume should quickly explain that the student:

- 1) Is a well-rounded individual
- 2) Has leadership capabilities
- 3) Is organized
- 4) Is confident and mature
- 5) Has the capability of assuming additional responsibilities
- 6) Has a game plan and is motivated to achieve a goal
- 7) Has the qualities the school are seeking
- 8) **DESERVES ACCEPTANCE!**

**NOTICE: Be sure to include your resume with each application that you submit.**

## Example of a Living Resume

Peter Jones  
111 Main Street  
Anytown, USA 00000  
(XXX) XXX-XXXX

### **Educational/Career Goals:**

My educational goal is to obtain a Master's Degree in Business Management. My career goal is to be a top executive at a Fortune 500 company.

### **Academic History:**

School: High school USA, Anytown, USA-graduate 1999.

Class Rank: 5<sup>th</sup> out of 500 students

GPA: 3.95

Curriculum: College Preparation  
Advance Placement- English  
Advance Placement-Business Management  
Four honors classes

Achievements/Honors:

National Honor Society

Kiwanis Top 10 Honoree

National Merit Finalists

Outstanding High School Senior Award

Who's Who among American High School Students

Scores:	ACT Composite	31
	Percentile	89
	SAT Math	700
	Critical Reading	722
	Writing	712

**Personal Interests:**

Reading, Business Law, Writing, Music, and Travel

**Extracurricular Activities:**

Football- 4 years

Track- 4 years (Captain)

Student Council

National Honor Society

Drama Club

Key Club

Spanish Club

SAD - (Chapter President)

**Community Service:**

Junior Achievement- Anytown, USA

Habitat for Humanity Volunteer- Anytown, USA

Bible School Counselor- United Methodist Church, Anytown, USA

Red Cross- Blood Donor Program Coordinator

Faith Mission Soup Kitchen Volunteer- Anytown, USA

**Employment:**

Crew Chief: Burger USA, 123 Main Street, Anytown, USA

Supervisor: John Jones

Dates: 1995 - present

**References:**

Martin Holland, Business Teacher  
High school USA, Anytown, USA

Jim Lester, President of Burger USA  
123 Main Street, Anytown, USA

Reverend James Henry, United Methodist Church  
124 Main Street, Anytown, USA