**Subject Line:** Craft a College Application Résumé that Stands Out

Dear **[Student]**,

You may think a résumé is only useful when trying to find a job, but some colleges encourage you to include one with your application materials. Your résumé should illustrate accomplishments beyond what colleges see in a transcript and highlight experiences you weren’t able to mention in an essay or application form.

* **Step 1: List everything you’ve done.** What have you accomplished during your high school career? Awards, honors, leadership roles, community service projects, skills, talents, work experience, etc. – write it all down.
* **Step 2: Decide what should go into your résumé.** Once you have everything written down, cut down the text until what you have left are your most impressive accomplishments and roles. This is where a counselor, teacher, or parent could help you decide what to ultimately include in your final draft.
* **Step 3: Format your résumé.** A general rule is to keep your entire résumé on one page (two pages, at the most). Include contact information, education details, and accomplishments. Each section should list the most recent accomplishments and roles first.
* **Step 4: After you have a draft, review and revise it.** Finally, ask a counselor, teacher, friend, or parent to review your résumé. Use helpful feedback when you are making revisions.

Read the [full article](http://www.act.org/content/act/en/students-and-parents/how-to-craft-a-college-application.html) for more tips to crafting a college application résumé.

 **[Signature]**