



# EXPANDED RESUME TEMPLATE

Prepare. Apply. Achieve!



## EXPANDED RESUME TEMPLATE

### WHAT IS AN EXPANDED RESUME

An expanded resume is a catalog of every single activity you have done since the summer going into your freshman year of high school. It should continue through the end of the senior year with items listed as 'on-going'. Three pages is fine but try not to exceed five pages and certainly no more than seven.

### ORGANIZATION MATTERS

Assign all events, activities, awards and jobs under each heading as they directly relate to your first-choice major. Do NOT list them chronologically.

### HELPFUL TIPS

1. Create an expanded resume that showcases ALL your high school activities starting from the summer going into your freshman year of high school with 'on-going' activities through the senior year.
2. Use ACTION verbs and ACTION statements using concise descriptions.
3. Quantify as much as you can (e. g. How much money did you raise? How many teams did you beat? If you were elected, how many other peers did you run against? If you were appointed, by whom?)
4. Give the college admissions officers a vivid picture of who you are.
5. What makes you stand-out from ALL the other applicants in a positive way.

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**SCROLL DOWN**

## FUTURE LONGHORN NAME

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Austin, TX 78713

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UT EID: LONGHORN111

## EDUCATION

Longhorn Central High School

Austin, TX 78713

8/23/20 – 5/28/23

GPA: 4.0

Rank: 1 of 400

SAT: 1450 (Math 750, EBRW 700)

Physics AP Test: 5

(List only if you want to showcase)

## CAPSTONE PROJECT

Summer 2022 (12) (Total Hours) (Total Weeks) (Total Years)

Capstone Project Title

[Link to Presentation](#)

Designed and Created (specific project)

- Key details such as tools, equipment used, facilities or technology
- Research Result
- How does this relate to your first choice major

## CERTIFICATION (MOOCs)

2021 (10) Number of hours, videos, readings, quizzes (ex: 10 hours of videos, 50 readings, 40 quizzes)

*M.I.T. (Online)*

Introduction to Calculus

[Link to PDF Certification](#)

- Learned: functions, differential calculus, properties and applications of the derivative, integral calculus
- What was so interesting about this online class?
- What are your key take-a-ways?

## RESEARCH COLLABORATION

2022 – Present (11 & 12) (Total Hours) (Total Weeks) (Total Years)

Professor Bevo's Lab, University of Texas at Austin

Research focused on the weather's impact on infrastructure

- Published in Mechanics Journal
- Collaborated with XYZ resources
- How did you secure this opportunity? Was there an interview? Did you cold call to secure?
- Research Result ([Link to PDF of Research Results or website](#) if applicable)

## **WORK**

June 2021 (10) (Total Hours) (Total Weeks) (Total Years)

*Name of Employer/Company (City, State)*

- Main role or key responsibilities (technical & soft skills)
- How does this relate to your first choice major

## **INTERNSHIP**

June 2023 (12) (Total Hours) (Total Weeks) (Total Years)

*Name of Employer/Company (City, State)*

- Main role or key responsibilities (technical & soft skills)
- How does this relate to your first choice major

## **SCHOOL ACTIVITIES**

2020-2023 (10, 11, 12)

Name of Activity (includes extracurricular, community, religious and volunteer activities)

- Main role or key responsibilities (technical & soft skills)
- How does this relate to your first choice major

## **VOLUNTEER ACTIVITIES**

2022-to-2023 (Grades 11 & 12) (Total Hours) (Total Weeks) (Total Years)

*Name of Non-Profit or Community Service (City, State) Volunteer*

- Main role or key responsibilities (technical & soft skills)
- How does this relate to your first choice major

## **LEADERSHIP SKILLS**

Sophomore Year (10) (Total Hours) (Total Weeks) (Total Years)

*Name of organization or project*

- Main role or key responsibilities (technical & soft skills)

## **HONORS/AWARDS**

2022 (11)

National Honor Society

2021 (10)

Dean's Scholar Award (top ten 10%)

## EXAMPLE OF RESUME ACTION STATEMENTS GENERAL VS. EXPANDED

### GENERAL STATEMENT

#### Extracurricular Activities or Leadership

Team Leader of \_\_\_\_\_ team 4hrs/wk (11)

VS.

### EXPANDED STATEMENT

#### Extracurricular Activities or Leadership

Team Leader of \_\_\_\_\_ team 4hrs/wk (11)

- Elected (or assigned) to position
- Arrive early & work with band director to get practices started
- Lead warm up drills
- Motivate & encourage band members

### GENERAL STATEMENT

#### Employment

Manager of \_\_\_\_\_ pool 3hrs/wk for 20 wks (11, 12)

VS.

### EXPANDED STATEMENT

#### Employment

Manager of \_\_\_\_\_ pool 3hrs/wk for 20 wks (11, 12)

- Oversee private neighborhood pool and five employees
- Trained assistant pool manager in pool duties
- Manage private parties held on site. Responsibilities include lifeguarding, scheduling personnel, overseeing pool & ground preparations, closing pool procedures

### GENERAL STATEMENT

#### Leadership

Communications class – Editor, March edition/school newspaper 30 hrs (11)

VS.

## EXPANDED STATEMENT

### Leadership

Communications class – produced March edition/school newspaper, Name of Paper 30 hrs (11)

- Editor (Elected position): Coordinated newspaper staff, proofread, sold ads, interviewed people and wrote articles, produced Name of Paper using Adobe InDesign software.

## LEADERSHIP

- Is a key factors during the college application review process
- Leadership is not just being the president of the club - could be leading a small group in a class or organizing a project or sub-committee within an organization
- Can be validated in a variety of ways so review your participation in every activity
- Should be identified within your standard resume sections (Extracurricular Activities, Community Service, etc.) or you may create a separate heading for Leadership and specify the activities that fall under that category

### Action Verbs Associated with Leadership

(The Thesaurus is your friend. Do not use the same action verb multiple times.)

- Carried Out
- Conducted
- Coordinated
- Directed
- Delegated
- Enforced
- Executed
- Hosted
- Improved
- Increased
- Managed
- Oversaw
- Reorganized
- Streamlined
- Supervised

## EXAMPLES OF ACTION STATEMENTS UNDER THE LEADERSHIP CATEGORY

### National Honor Society (11,12)

- Elected Treasurer
- Reorganized the system of tracking money and updated financial reporting system
- Streamlined the methods for paying dues and established deadlines for payment
- Develop and present monthly financial reports

## EXTRACURRICULAR ACTIVITIES

### CATEGORY 1 (name of group or project e.g. BAND)

- Name of event/activity/project 4 hrs/wk – 20 wks (9, 10, 11)  
Use action verbs to describe – use phrases
- Activities may have been in school or outside of school
- Use categories if you have multiple years/events in an activity

### CATEGORY 2 (name of group of project e.g. ATHLETICS)

- List the most recent first and work backwards (9, 10)
- Same procedure as done in Category 1 activity (10, 11, 12)
- Categories are not necessary if activities come from a variety of areas (11)
- Academic resumes may be multiple pages  
– it's the primary way colleges get to know you

### VOLUNTEERISM / COMMUNITY SERVICE

- Same procedure as above

### TALENTS / AWARDS

- List, brief descriptions, most recent first
- May come from school, work, community service, hobbies, etc.

### WORK / INTERNSHIPS

- Include only if applicable
- May include summer and part-time during the school year
- May include travel, taking care of siblings, mission trips, camps

### OPTIONAL CATEGORIES TITLE

- Use only if you want to highlight some special skills/events (particularly if it relates to your intended major)
- Computer languages; Specialized computer software capabilities – Java, C++
- Multiple foreign languages; Special hobby – designing web pages, building birdhouses
- Musical instruments; Graphic design capabilities – InDesign, Flash

**TIP: Use a Thesaurus for ACTION VERBS in the following categories. Do not use the same action verb multiple times.**

- Leadership Skills
- Communication Skills
- Research Skills
- Technical Skills
- Teaching Skills
- Creative Skills
- Helping Skills
- Organizational / Detailed Skills
- Accomplishment Verbs

## QUESTIONS?

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