

Student Opportunities Resume Suggestions and Tips

The following suggestions and tips may be helpful for students who need to prepare a resume for the United States Senate Youth Program (USSYP), Presidential Scholars program, or other student opportunities programs.

- Resumes should demonstrate academic and leadership experience, service, accomplishments, and interests.
- Successful resumes should be formatted for clarity and readability. Listing involvement and accomplishments by category (e.g., Clubs, Service, Awards, etc.) may be helpful.
- Students are encouraged to research examples of how to format a professional resume.

Be sure to include:

1. Your name and high school
2. A list of significant commitments during high school years, including:
 - a. Activities
 - b. Clubs
 - c. Community Service
 - d. Jobs
 - e. Other notable commitments

Examples: service clubs, honors societies, academic clubs, endeavors in the arts, community service, community or religious organizations, jobs, Governor's School, Girls/Boys State, etc.
3. The length of your involvement in each activity, club, or service
 - a. Example: (August 2022-May 2023; August 2020 – current)
4. A list of leadership position(s) held
 - a. Note: If you've held more than one leadership position in an organization or activity, please share each one.
5. A brief description of your contributions to any projects you've worked on as part of your activities
6. A list of awards or recognition received
7. A list of any special skills you wish to share
 - a. Examples: artistic skills, musical skills, career or technical skills, bilingualism, etc.