

CCC College Recommender Resume/Brag Sheet

This sample resume offers a framework for creating your own resume to provide your teachers or counselor while asking for a letter of recommendation. It's one example of how resume information can be organized, but it may not fit every student. Customize it to best reflect your experiences.

There is no one best category to put at the top. Position the information that is most important to you near the top of your resume for visibility. Prioritize the experiences you spend the most time on and the ones that you feel are a big part of your personal identity. If you don't have anything to fit into one of the categories on the sample resume don't worry. Just add more information to the categories you feel are your strongest.

Under each experience listed, include 1-2 bullet points describing your contributions. Use action verbs and avoid unnecessary filler words. For example, instead of saying "When I worked at Home Depot, I was in charge of making sure that the shelves were stocked and looked good every day," say "Stocked shelves efficiently and organized merchandise." Incorporate specific numbers and examples where possible; for instance, list the amount of money you raised if you organized a fundraising event. Highlight aspects of your experiences that are relevant to your goals.

When crafting your resume, it's crucial to keep it concise—ideally, no longer than one page. Teachers and counselors write a lot of recommendation letters every year, so keeping your resume focused and brief will make it easier for your recommender. You should take a quality over quantity approach to your resume. Only include the most important details, your resume is only meant to give an overview of you as a student. Your teacher should already know what you are like as a person.

Before you begin sending out your resume it is a good idea to have someone else proofread it for you. Start by running your resume through a free online grammar checker, like Grammarly. After that, ask your family, friends, teachers, or other adults in your life to check over your resume for you. If you know anyone who recently applied to college be sure to ask them for their opinions. You can also bring your resume to the CCC or send it to CCCessayhelp@gmail.com for feedback.



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EDUCATION

Midtown High School

Class of 2025

GPA: 3.9 Weighted

AP/Dual Enrollment Coursework: AP Human Geography, AP Biology, etc.

EXTRACURRICULARS

Midtown Track and Field Team

Athlete

9th-12th Grade

- Competed on the JV team in 9th and 10th grade and Varsity in 11th and 12th grade.
- Competed in 3000m and 5000m events.

The Southerner

Editor-in-Chief

10th-11th Grade

- Led the editing team for Midtown High School's award-winning student newspaper.
- Coordinated editors and delegated tasks as needed.

Theater

Thespian

9th-10th Grade

- Attended rehearsals and productions.
- Took part in productions of Mamma Mia and Legally Blonde.

Beta Club

Member

9th-12th Grade

- Attended meetings and participated in service projects.
- Coordinated volunteer events for other members.

COMMUNITY SERVICE

Trees Atlanta

11th-12th Grade

Green Shirt Volunteer

- Led volunteer events, trained new volunteers, and completed independent volunteer projects.

Tennis for Tots

11th Grade

Volunteer

- Helped to run tennis workshops for elementary aged children

WORK EXPERIENCE

Osteria Pizzeria

11th-12th Grade

Hostess

- Worked 10 hours a week during the school year and 20 hours per week over the summer
- Answered phone calls, coordinated to-go pickups, and managed wait times.

Babysitter

9th-10th Grade

- Cared for two preschool aged children after school and over the summer as needed.

HONORS AND AWARDS

Track and Field Varsity Letter

11th-12th Grade

New York Times Student Editorial Contest Runner Up

10th Grade

Tennis for Tots Volunteer of the Year

11th Grade

Honor Roll Student

9th-11th Grade