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Resume summary student examples

Here's how to prepare a resume as a college student, including tips for writing a professional summary and an example to use as you write your own. Begin with a resume summary statement. A resume summary statement (also known as a resume summary or summary of qualifications) is a list or a few sentences at the top of a resume that highlights your qualifications for a position. It is a great way to quickly show an employer why you are a strong candidate for a position. Resume summary statements can be useful at any career level, including as a college student. The summary statement should be located below your name and contact information. In a few sentences (or bullet points), state some of your skills and accomplishments that make you an ideal candidate for the job. Try to include keywords from the job listing. Mention a strong GPA. Along with your school and degree information, include any achievements, such as a high GPA (3.5 or above) and academic awards (Dean's List, scholarships, and other honors). Emphasize your teamwork skills and your ability to work well with others. If you have any relevant work experience, include it. Highlight your leadership skills and your ability to take initiative. If you have any relevant volunteer experience, include it. Highlight your community service and your ability to work with others. Even if you do not have much employment history, you can include volunteer experiences and any extracurriculars related to the job. You can put all these experiences in a section titled "Related Experience," or divide them into different sections. Highlight your education. As a student, you should highlight your academic successes at the beginning of your resume, before the "Experience" description. If you have completed any projects or taken courses related to the job you are applying for, you can include these as well. Finesse your experience section. Even if you don't have actual work experience, you should still include an "Experience" section in your resume. In this section, you can describe your college program, internships, or volunteer work you have performed. Instead of using the header "Professional Experience" for this section, use a more general title such as "Research and Analytical Experience," "Related Experience," or "Experience Highlights." Look at some resume examples or templates to guide your writing. A resume example can help you decide what kind of content to include, and a template can help you format your resume. However, be sure to tailor a resume example to fit your own experiences and the job you are applying for. Proofread. Proofread your resume carefully before submitting it. A clean, error-free resume will show you are professional and you pay attention to details. Ask a friend or family member, or a college career counselor, to read the resume for you as well. Related: Best Resume Writing Services Below is an example of a resume for a college student that includes a resume summary. Louise Lerner/6 Washington Street/Hopdale, MA 01903/555-5555
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