

STUDENT LEADERSHIP RESUME

A resume is a targeted summation of your education, skills, and experience. A great resume is easy to scan, highlights accomplishments, and concisely details your abilities. A resume used to apply for student leadership positions should include skills and experiences where leadership characteristics can best be highlighted. Outlined below are recommended sections and components of a resume to be used in applying for student leadership roles.

Sections of a Leadership-Focused Resume

- **Contact information** (name, email, phone number)
- **Education** (Wentworth and potentially high school)
- **Skills** (leadership, interpersonal, etc.)
- **Leadership experience** in the form of:
 - o Part-time jobs
 - o Summer jobs
 - o Co-op
 - o Work study
 - o Projects
 - o On-campus activities
 - o Volunteer work
 - o Formal leadership roles

Leadership Experience

- **Leadership experience comes in many forms** – as noted above – and it is *not* limited to being a captain of a sport or president of a club.
- **You can write about your experiences from high school.** If you have not gained substantial leadership experience at Wentworth, you can of course talk about your relevant high school experiences.
- **You can write about your experiences outside of Wentworth.** Consider any volunteer or charity work in which you participate. Eagle Scouts and volunteering with a religious group are common examples.
- Consider what skills you may have built through **part-time, summer, co-op, or work-study experiences** and write about them in a way that someone outside of that discipline could understand.
- **Review the job descriptions of each student leadership role** and highlight qualities you feel you possess – then, weave these skills and characteristics into the summaries you write for your experiences.
- Don't have much leadership experience outside of the classroom? That's fine! **Write about experiences where you have demonstrated leadership skills in the classroom and lab settings.**

Commonly Sought Skills and Characteristics

- Customer service
- Communication & active listening
- Initiative
- Ability to be proactive
- Objectivity
- Ability to balance multiple roles
- Accountability
- Teamwork & collaboration
- Conflict management
- Approachability
- Outgoing & friendly demeanor
- Public speaking
- Organization & time management
- Attention to detail

Final Points to Consider

- **Don't include hyper-technical information on this resume** – you should do that for your co-op resumes. Here you want to focus on transferable, interpersonal and leadership skills.
- If including experiences from outside Wentworth, **avoid the use of institutional jargon or acronyms.**
- **Have this resume reviewed!** Your Co-op + Career Advisor is happy to help you craft this resume, too.