

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 projects, on-campus activities, volunteer work, part-time jobs, summer jobs, co-op or internship experience, work study, formal leadership roles.

Leadership Experience

Leadership experience comes in many forms and it is *not* limited to being a captain of a team or president of a club. See leadership experience list above for examples.

You can write about your experiences from high school. If you have not gained substantial leadership experience at Wentworth, mention 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-After Skills and Characteristics

- Customer Service, Communication, Active Listening, Conflict Management
- Ability to be Pro-Active, Taking Initiative, Objectivity, Organization & Time Management, Attention to Detail
- Ability to Balance Multiple Roles, Accountability, Teamwork & Collaboration, Approachability
- Outgoing & Friendly Demeanor, Public Speaking

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 a leadership resume.