



THE DEFINITIVE GUIDE TO...

BUILDING YOUR RESUME

WORLD STARS EDUCATION

ONE STUDENT
ONE PLAN
**UNLIMITED
POSSIBILITIES**

ABOUT US

WORLD STARS EDUCATION

World Stars Education began in 2015 as a joint endeavor by a core team of experienced education consultants from all over the world. Our founding consultants (all members of the IECA) have more than 15 years of experience in education and know firsthand the importance of providing a holistic approach to education. We offer a broad range of educational support services tailored to best suit each student's individual needs.

Our World Stars Education consultants are committed to supporting and expanding each student's educational horizons. With our extensive knowledge, spanning from middle school all the way through to the top universities in the world, we provide a comprehensive and personalized support system for every single student

TABLE OF CONTENTS



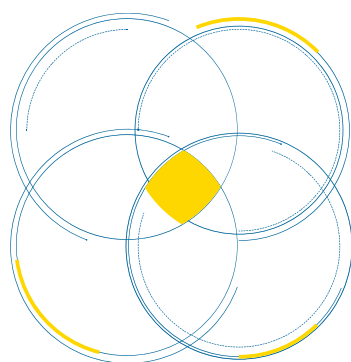
What are Colleges Looking For?.....	1
Organizing Your Academic Profile.....	2
Organizing Your Extracurricular Profile.....	3
Discovering Your Theme.....	4

WHAT ARE COLLEGES LOOKING FOR?

HOLISTIC REVIEW

The admissions process at most American Colleges is referred to as “Holistic Review”. When admissions officers review your application, they consider a range of factors including your academics, extracurricular activities, personality traits, awards, etc. When reviewing your application, colleges will assess you based on the entire package, rather than focusing exclusively on any single element.

You can think of the various elements of your application like a Venn Diagram. You are hoping to overlap many elements which make you a strong applicant.



However, there are still general guidelines that you can follow in order to present a strong application for most colleges. Here’s a list based on a 2020 survey of IECA independent educational consultants:

IECA COLLEGE PREPARATION GUIDELINES

- A rigorous high school curriculum that challenges the student and may include AP or IB classes.
- High grade point average in major subjects. However, slightly lower grades in a rigorous program are preferred to all A’s in less challenging coursework.
- High scores on standardized tests (ACT, SAT). These should be consistent with high school performance.
- Passionate involvement in a few activities that are meaningful, inside or outside of school.
- A well-written essay that emphasizes insight into the student’s unique personality.
- Leadership inside or outside of school. Depth, rather than breadth, of leadership is valued.
- Demographic and personal characteristics that contribute to a diverse and interesting student body.
- Strong counselor/teacher recommendations that provide personalized references.
- Special talents that could contribute to campus life.
- Intellectual curiosity exhibited through reading, research, and extracurricular pursuits.
- Student’s character and values are seen as conducive to being a good community member.
- Demonstrated interest and enthusiasm in attending (through campus visits, etc.

ORGANIZING YOUR ACADEMIC PROFILE

OVERVIEW

In this section, you will:

- List all your courses from 9th grade to 11th Grade
- List all courses you plan to take in senior year
- Include grades, unweighted, and weighted GPA
- List all your academic awards

The first step in building your holistic profile is to organize your academic profile. This will give you and your counselor a great assessment of your academic performance so far, and give you an idea of the kinds of universities you should aim for.

ACADEMIC AWARDS AND HONORS

Use this section to list any awards or honors you've received throughout the course of your high school years. This could be a Valedictorian Award, a placing in a robotic competition, or any other recognition of academic excellence.

Don't worry if you don't have many awards though, as many schools vary in the recognition they offer!

Here's a handy list of possible awards you might have:

- AP Awards
- Honors Societies
- Honor Roll
- Principal's Award
- Math Olympiad
- Science Fair Winner

Consult with your counselor if you need help tracking your awards and honors.

DESCRIBING YOUR ACTIVITIES

Name:

Here you'll write the name of your award. A good idea will be to check the certificate to make sure that you're accurate with your naming.

Level:

Next, you'll indicate the level that this award was received at. Perhaps it's a school-based award, or maybe you placed at a national science competition. You can think of these in three different categories: international, national, and school-wide.

When listing your activities, try to list them in order of the largest scale to smallest scale. For example, you'd want to list international level awards before national ones, and national level recognition before school-wide honors.

Also be sure to include your placement here. First place, second place, top ten -- it all matters!

Description:

When writing the description, you should always remember that the reader may not know anything about your award. For that reason, you should always include a clear explanation of why you received the recognition, along with some background information on the specific award if necessary.

You can use bullet points to organize your information here. But don't forget to use verbs which detail the actions that led to you receiving the award. For example:

- Chosen as one out of 1000 applicants
- Developed a stock trading AI system
- Worked with a team to coordinate projects

BUILDING AN EXTRACURRICULAR PROFILE

OVERVIEW

Aside from your academic performances throughout high school, the other key element of your resume is your extracurricular profile. The term “extracurricular” really just means “everything you’re doing outside of the classroom”. Most high schools offer a diverse range of clubs and activities that cover almost any interest you might have. Whether you’re into a sport, chess, math, robotics or business, the odds are that there will be something for you at your school. Talk to your peers and teachers to discover what’s there for you. And if your school really doesn’t offer the club you want, then start it yourself! Becoming the founder of a new club at your school is a wonderful way for you to develop organizational and promotional skills while meeting new people who share your interests.

DESCRIBING YOUR EXTRACURRICULARS

When covering your activities, simply writing a list is often not enough. You will also need to describe what you’ve done in a way that will help the reader understand the significance of your activity and what you learned from it. Here are several guidelines to keep in mind when you’re writing about your activities:



- **Use Active Verbs**
 - Writing in the active voice is always more engaging. Make use of verbs to make your actions known.
- **Clarify**
 - While it might be clear to you what your task was, it often isn’t obvious to the reader what you might have done. For example “Worked with students at tutoring center” is much less clear than, “Taught reading comprehension skills and improved fluency”. Try to be as clear and specific as possible when describing your activities.
- **Describe Significance**
 - Whether you’re tutoring younger students or leading a basketball team, there is always more significance to what you’ve done. Make sure you mention how you provided value to others through your contributions. Alternatively, you can explain what skills you learned and how they have prepared you for other areas of your life.
- **Don’t Repeat Information**
 - Information such as the title, or your role, will already be communicated in other areas of your resume. Don’t bother going over them again in your descriptions. This frees up more space for you to describe your activity.
- **Less Words - More Impact**
 - You want your writing to have the most impact possible with the fewest words. Feel free to shorten your sentences to fit more in. For example, “I led my high school robotics team to receive a gold medal in a recent competition” could be rewritten as “Led robotics team to gold medal finish”
- **List Awards and Honors**
 - If you won any awards from any of the activities covered in your activity list, make sure you note them in the description. Don’t input a brand new activity just to cover an award; simply list it in the description of the relevant activity.

FINDING YOUR THEME

DO I NEED A THEME?

Any time you write a resume, you're organizing all of your past experiences in a way which makes sense of who you are right now. You have a chance to go through all of your past experiences and see how they have led you to where you are today.

It might sound weird to talk about a resume having a theme. After all, this isn't literature class! Why would a resume need a theme?

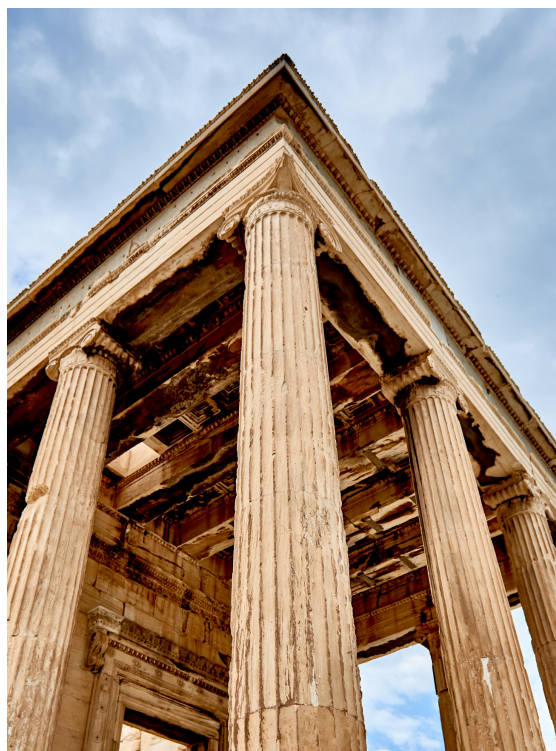
The answer is quite simple: your resume is your story. And all great stories have themes.

For you, your theme could be a key personality trait that has guided you through life, like discipline, loyalty, or curiosity. Think about the experiences you've had in life and how they have shaped your actions. Maybe you're someone who has always moved towards challenges, which prompted you to try a competitive sport. Or maybe your inquisitive nature brought you to join a robotics club. Whatever it is, try to tailor your resume through your descriptions so that all of your activities suggest one to two key themes.

Keep it simple though! Don't try to pack too many themes in. Usually just one or two key personality traits are enough to make your resume stand out!

DISCOVERING PILLARS

If your resume is like a building, your theme is the pillar that holds it all up. Remember that the theme for your resume should be a quality that you would like to see in a friend. For example, dedication and responsibility are great, but ambition might be a little trickier, as it could include other connotations too. Be sure to think carefully about the pillars you're setting up. Great qualities include: Curiosity, Dedication, Creativity, Determination, Compassion.



CONCLUSION

By now, you should know basically all you need to know about writing your resume! Remember though, writing is always an ongoing process, and you should make sure that once you've written a first draft, you should work with a teacher or college counselor to revise your work to ensure that it is as effective as possible. Good luck!