Resume Tips for Canfield Business Honors, Texas CSB and Texas ECB

Updated July 5, 2023

- An expanded resume is **required** for a complete application for Canfield Business Honors, Texas CSB, Texas ECB and Plan II. Activities listed in the CommonApp do not satisfy the requirement of an expanded resume.
- Your expanded resume can be provided either in the CommonApp document section or MyStatus Document Upload, provided by the University of Texas, 24-48 hours after application submission.
- Any templet is accepted, there is no preference for a specific resume style. Google Drive and Microsoft Word have free templets available. Save your resume as a PDF for easy upload.
- Clean and simple is better than confusing and complicated.
- List items chronologically.
- Include test scores for courses such as AP/IB that you mention in your application.
- Standardized test scores are optional for submission to honors programs and UT Austin for 2023-2024. Students who take the SAT/ACT are **strongly encouraged** to provide their scores for honors consideration but are not required and will not be penalized for non-submission.
- Proofread your resume and have others read your resume.
- You should provide an **EXPANDED** resume.
    - Expanded = more than 1 page in length and providing details.
    - Give detailed information on leadership and membership responsibilities.
    - Avoid acronyms, spell out the full names of programs and organizations and provide context of what these organizations do.
        - Example:
            - Captain of Business Team
              August 2020-May 2023
              Hours per week 10, Weeks per year 20
              Details: Elected by peers for captain role in the school wide business team. I lead a team of 50 other students in national business competitions that cover topics such as economics, finance, and accounting. I have expanded membership 20 students in my first year to 50 students this fall. As team captain I have led the team to 3 district wins and 3 state placements in the top 3.
- List honors and awards chronologically and with details that provide context of the award, especially if it is not mentioned with context in other places of your resume.
- We are interested in your leadership in your school and community.
- Do not include information prior to 9th grade unless the activity is continued through high school.
- Include any information you feel is relevant to leadership and academics, even if it was included in your ApplyTexas/CommonApp.
- Include summer activities and research that you've completed.
- Group leadership as a subheading so that multiple leadership roles are seen for the same organization.
    - Example:

- High School Business Team
  August 2020-May 2023
  Details: The Business Team is a group of students that are passion about business education and applying that knowledge in a competition setting with fellow students across the nation. Competitions are focused on accounting, finance, and economics.
    - Captain of Business Team
      - Additional Details
    - Secretary of Business Team
      - Additional Details
    - Treasurer of Business Team
      - Additional Details

- **Texas CSB and ECB**: Include specific information about programming and engineering experience.
  - Texas CSB:
    - Students MUST be ready for an advanced Java programming course in their first semester of college.
    - Proof of readiness can be via tests such as USACO, AMC, self-study, in-person and online courses.
    - Give as much detailed information as possible about past programming work, providing a link to a GitHub or other data source is accepted.
    - Students who have skills in programming languages besides Java are still encouraged to apply.
    - Competitive students should provide proof of exemplary programming beyond AP CS: A and community leadership.
  - Texas ECB:
    - Students MUST be ready for UT course M 408D (Sequences, Series, and Multivariable Calculus) in their first semester.
    - Students must show proof in either their resume or high school transcript of M 408C equivalent credit. Make sure to list relevant test scores on resume. Accepted credits:
      - 3+ on AP BC Calculus
      - 5 on AP AB Calculus
      - 5+ on IB Mathematics HL
      - College course credit in Calculus I and Calculus II
    - No additional courses or experience are required, including programming experience.
    - Students should include additional information on engineering projects, summer experience or research.
    - Students should provide information on community leadership and any business-related activities.