

**Name**  
**Address**  
**High School Name**  
**School Email**

**Honors and Awards**

- National Merit Semi-Finalist (11) (this is a self-explanatory nationwide program, no need to explain)
- Sportsmanship Award – High School Soccer (11)
  - This Award is given to one student each year that is an example of sportsmanship on the team. I was selected by my coaches and peers to receive this award.
- Marker Award (11)
  - Schools do not know about your high school...what does this award mean? Short sentence explanation is necessary; were you selected, elected? By peers? By Faculty?
- Math Award (10,11)
  - Give a short explanation; were you selected, elected, chosen?

**High School Activities**

- Yearbook Staff (10, 11, 12)
  - Editor in Chief (12) – Selected by Yearbook Moderator to be Editor in Chief (What do you do as Editor in Chief?)
- Swim Team (10, 11, 12)
  - Varsity Team Captain (12); Won Districts 10, 11 and 12
- Spanish Club (9, 10, 11, 12)
  - Sample explanation - Meet twice a month to discuss Spanish Culture; partake in activities such as watching movies, cooking authentic cuisine, going to Spanish restaurants, playing trivia games

**Community Activities**

- Meals on Wheels Volunteer (Summers, 2003-Present)
  - Deliver 3-5 meals to senior citizens every Saturday throughout the year.
- Church Youth Group (9, 10, 11, 12)
  - Meet once a month; participate in various community service activities throughout the year; coordinate over 100 youth members for a 2-week mission trip.

**Work Experience**

- YMCA Summer Gymnastics Camp Instructor (2010-Present)
  - 45 hours per week in the summer; Lead a group of 5-7 year olds, teach them proper technique, play games and assist with stunts
- Panera Bread (2009-Present)
  - Approximately 10 hours per week during the school year as a cashier

**Interests or Trips**

- Diving – Webster Dive Team (6 years)
- Costa Rica Trip/Humanities Trip etc

\*\*\*\*\*SEE BELOW FOR MORE ASSISTANCE

**OTHER POSSIBLE HEADINGS FOR RÉSUMÉS...you do not have to use the ones above  
on the sample...make it your own:**

Athletic Leadership Roles

Military Experience

Musical or Theater Experience

Artistic Abilities or Awards

Communication Skills

Community Service

Summer Employment

Foreign Travel

Summer Enrichment

Writing Experience

Major or Career Aspirations

**EXAMPLES FOR WRITING DESCRIPTIONS:**

**BEFORE—TOO WORDY:** I helped to put together and completely organize a small mail order book company. I also surveyed and then recommended potential markets. I set up a functional marketing file for the regional sales office. I prepared various market research studies.

**AFTER—TO THE POINT:** Established and organized mail order book company. Analyzed and developed potential markets. Created a functional marketing file for a regional sales office. Prepared efficient market research study successfully used over an 18 month period.

**BEFORE—LIMP STYLE:** My duties included the preparation and organization of sales information used by management. In my performance of these duties I was able to make major improvements in the procedures that were used.

**AFTER—ACTIVE STYLE:** Reorganized and operated a new sales reporting system that provided information in half the time.