

Full Name  
Address  
City, State, Zip Code  
(Area Code) Phone Number  
E-mail Address (If it is a good way to get a hold of you and it sounds professional)

### **Educational Background**

Gila Ridge High School

7150 E. 24<sup>th</sup> St.

Yuma, Arizona 85365

Graduation date: May, 2023 (This is included, even though you haven't graduated yet.)

ACT: 23, date: 04/22 SAT: CR: 500, M: 520, W: 460 date: 05/22

GPA: weighted - 4.06 unweighted – 3.53 (Test scores and GPA are optional and should be included if strong.)

Rank: 16 of 530 (This information can be obtained from your transcript and should be included if it's strong.)

### **Academic Achievement and Awards**

AP Scholar 2022

A-team 2020-present

(This section includes any award or achievement that identifies you as special.)

### **Extracurricular Activities**

Athletics

Clubs

(Anything to do with school but is not a class. Be sure to include dates and any offices held.)

### **Community Service Involvement**

Volunteer work

Church activities

(All activities you have not included in extra-curricular activities, often activities you do outside of school.)

### **Work Experience**

(All jobs for which you have been paid. Be sure to include level of responsibility.)

Harkins Theatre May, 2021-Present

Greeting patrons, selling tickets, working cash register, customer service skills, making change, communicating in both English and Spanish, taking tickets, directing patrons to their theater

Received Staff Member of the Month recognition in September of 2021

### **Career Goals**

The following are examples of how you might want to start your statement:

Upon high school graduation I will...

In ten years I will have a successful practice in...

I will attend AWC and earn a degree in.... Upon graduation I will apply to...

I have met university admissions requirements and have gained admission to...where I plan to study...

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- Limit your resume to one page.
  - The dates you provide are the dates during which you were involved with the activity and should be listed so that the most recent one is at the top of each category and the least recent is at the bottom.

## Name

Your name, address and phone number, with area code, should be prominent. Include your e-mail address if it is a reliable way to reach you, but make sure it sounds professional. Many sites offer free e-mail accounts. An easy way to sound professional is to set one up with your name, yourfirstname.yourlastname@anyemail.com. Just be careful to whom you give this e-mail address. Remember, it's fine to have more than one e-mail address.

## Education

Provide your high school, its address, and phone number, and your year of graduation. Provide GPA, ACT and/or SAT scores if they are strong points, but you do not need to include them.

## Extracurricular Activities and Community Service Involvement

Include sports, clubs, activities, contests, performances, projects, elected offices, leadership positions, church and civic involvement, and work with volunteer organizations. Put the years in which you were involved and, if you know the number of hours involved in a project, those too. **List the most recent ones first.**

## Honors/Awards

List all honors or awards earned. It is a good idea to keep letters, certificates, articles, and other records that document these awards in a portfolio. Some students blend awards and honors with extracurricular sections.

## Work Experience

Provide the name and address of each business for which you have worked and the name and phone number of your direct supervisor. Provide the months and/or years you worked for each business. List the major duties you performed. Do not worry if you have not yet had a job.

## Skills

This is another optional section you can add. List specific abilities you have learned through experience, training, and education. Skills include foreign language ability, musical instruments played, computer proficiency, and training received at work, including telephone skills, working a cash register, and handling money. You can also include any certifications you've earned through classes. If this section is difficult for you, describe your background to someone and have him or her listen for the skills you used to succeed.

## References

References are sometimes requested in order to verify that what is stated on the resume is actually true. They may also be asked for further information or clarification.

Ask permission before you list someone as a reference. List his or her name, address, phone number (and possibly e-mail address) accurately. Include the person's title if appropriate. Provide your references with your resume, general application form, and personal essay so they can be better prepared to speak on your behalf. List three or more references. ***Do not include family members or peers.*** If you have already listed a person's name and information in the work experience section, use the reference section as a place to include additional people. References might include teachers, coaches, ministers/clergy members, community leaders, neighbors, etc. It is a good idea to ask those who write letters of recommendation to be references.

## Optional

Some students include a section on hobbies. This is a nice way to show that you are a positive, well-rounded, involved person who makes productive use of time.

Don't be afraid to create your own unique look, just be sure your resume lists things in an easy-to-read format.

\*It might be difficult to limit your resume to one page. Try playing with font size (but no smaller than a 10-point font) and spacing. If you were involved with many activities, include those of which you are most proud, have been with the longest, and/or fit best with the scholarship for which you are applying. Remember, you still have your personal essay you can use to talk about more activities and involvement! You should keep all your activities on one long resume, and have an additional, shorter one for the resumes you turn in.