

Academic Résumé Template

(First Name, Middle Initial, Last Name)

Mailing Address

City, State, Zip Code

Professional Email Address

(Standard email includes your name—first and last name)

Education

Name of High School, City, State

GPA (Grade Point Average)—if your GPA is not over a 2.50, I would not add this! Relevant Coursework(s): Add all honors/advanced and college courses taken in high school Anticipated Graduation Date: Month, Day, Year

ACT/SAT Scores: If you are not comfortable with your scores...DON'T PUT THEM!

Include the following sections:

- Employment (Outside of high school)
- Positions held in high school
- Volunteer experiences
- Awards
- Athletic/Sports
- Conferences

Format for these sections:

Position Held, Location/Name of Event, Month, Year

*****My advice to you is to be creative. This is to be a guide for you; can add or take away sections that fit your educational and scholastic standards. Please view the following example.***

Academic Résumé Tips

- This should be a one-page document
- Pay careful attention to spelling, punctuation, grammar, style, and formatting
- Proofread your academic *résumé* carefully; have several other people proof-read your *résumé*
- Suggestion of fonts---Times New Roman or Arial
- Avoid personal pronouns and vague descriptions
- Use action verbs in short statements for a greater impact
- DO NOT repeat yourself!
- Write out what acronyms stand for because others may not know what they mean.

Academic Résumé Sample

Christopher John Doe

14xx Draw Avenue
Anywhere, Maine 03901
(555) 555-5555
chrisjdoe@gmail.com

EDUCATION

ABC Academy High School, Anywhere, Maine

GPA: 4.00

Relevant Coursework(s): Honors Courses Including: Biology II, American Government, Economics, Algebra II, & Pre-Calculus, BUS 209: Financial Accounting, COM 201: Communication Business

ACT Score: 22

Anticipated Graduation Date: June 23rd, 2020

DEF Community College, Anywhere, Maine

GPA: 3.89

Dual Enrollment Courses: BUS 209: Financial Accounting, COM 201: Communication Business

EMPLOYMENT

Sales Associate, Foot-Locker Inc., Anywhere,

Maine May 2019-Present

- Assist customers in choosing the perfect footwear for everyday usage
- Completes transactions for final sales in using company technology and software systems
- Completes stocking and other company task needed by management

EDUCATIONAL POSITION

Member, Future Business Leaders of America, *2018-Present*

President, National Technical Honor Society (NTHS), *2017-2018*

Vice President, National Technical Honor Society (NTHS),
2017-2018

VOLUNTEER EXPERIENCES

Server/Asst. Cater, Rotary Club Annual Christmas Banquet, Anywhere, Maine,
2018

Volunteer, Law Enforcement Luncheon, Anywhere, Maine, *2017-Present*

Volunteer, Relay for Life, Anywhere, Maine, *2016-2017*

Server/Asst. Cater, Scholarship Banquet, Anywhere, Maine, *2016-Present*

SCHOLASTIC ACCOMPLISHMENTS/AWARDS

A&B Honor Roll Award, *2016-Present*

FCCLA Recognition Award, *2018*

ATHLETIC ACHIEVEMENTS

Varsity Football, ABC Academy High School, *2017-2018*