

SAMPLE RESUME FORMAT
COLLEGE AND SCHOLARSHIP APPLICATIONS,
TEACHER/COUNSELOR RECOMMENDATIONS, and/or EMPLOYMENT

Name
Address
Telephone Number
E-mail address*

*Do not use an email address such as hotbody@aol.com. Create a free email from yahoo, msn or gmail that uses your name (and a number if necessary).

Objective: Tailor your objective to a specific school if you can, i.e. A Bachelor's Degree in Psychology from Boston College or A scholarship to begin my studies in Psychology at a Florida (or wherever) university.

Education/Academics/Awards:

Class Rank and Unweighted GPA (4.00 scale)
Academic honors awards, and/or recognitions, i.e. essay-writing awards, Boys'/Girls' State representative or alternate, science competitions, etc.

Extra Curricular Activities:

This section is for key elements that don't fit into any other section. You may want to include: special skills, leadership roles, participation in sports, band, yearbook, etc. This section and the next are where you can demonstrate your uniqueness.

Community Service/Volunteer Activities:

This section is to highlight your volunteer activities – especially if you have put a great deal of effort into one organization or several organizations but with the same interest, i.e., young children or homebound elderly. Demonstrate your uniqueness and highlight your commitment to give back to your community in a concentrated effort. You will want to include this section if volunteerism is a big part of who you are.

Work Experience or Class Project or Club Role

If work ...

Title of position

Name of Organization

Description of responsibilities: Be sure to use action words, such as sold, created, processed, etc.

If project or club ...

Since many high school students do not have work experience, you may use this section to describe a class project or a club role in which you learned valuable and important skills. This may be described here or in the section on volunteerism, if applicable.

You may also omit this section if it is not applicable and focus on the academic section.

References: If requested. Be sure to ask people first and include a telephone number where he or She may be reached. These are individuals who can attest to your leadership, your motivation, your work ethic, your creativity, etc.