



School Resume Format

(Personal Information) *This section should be centered or on left margin.

Name (in bold letters and slightly larger font)

Address

Phone Number

Email address

(School Information)

Name

Address

Phone Number

Academic Achievements:

G.P.A.

Standardized Test Scores (PSAT, ACT, SAT)

Class Rank

AP Exam Scores

Honors and Awards:

List all honors and awards for 9th -12th grades and the grade in which you received them.

Example: All Region Band (9,10)

Extracurricular Activities:

List all clubs, band, athletics, forensics, student government, sports, Girl Scouts, Boy Scouts, church youth groups, and church activities along with year during which you participated.

Example: Varsity Tennis (10, 11, 12)

Leadership Positions:

List all club offices, captain of teams, teacher or leadership roles in organizations (VBS assistant, Sunday School worker, tutor, etc.) and school year of involvement.

Community Service: * This is an important component of college applications.

List all community service activities in which you were involved and number of hours worked; hours can be associated with clubs such as Key Club, Student Council, Cabot Clean-Up, Scouts, etc. Example: Cabot Animal Shelter - 45 hours

Work Experience:

List job and/or description, number of hours worked per week or month, and dates worked.

Example: McDonald's - 20 hrs./wk May 2007-August 2008 *Babysitting does count.

References:

(2 school, 1 community) For each reference you should list the person's name, address, phone number, and email address. For school references, you may use the school address, phone number, and email. You should choose those who know you well and can speak and/or write on your behalf. This could be a teacher, coach, piano instructor, employer, etc. Select your references based on the application. If you are applying for a music scholarship, a band director or music teacher would be appropriate.