

# 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

Parents' Names

**(School Information)**

Name

Address

Phone Number

FAX number

School Code

**Academic Achievements:**

G.P.A.

Standardized test scores (SAT-10, EOC Algebra, Geometry, etc)

Pre-AP and AP classes with grade level (PreAP Algebra I—8<sup>th</sup> grade)

**Honors and Awards:**

List all honors and awards for 7<sup>th</sup>—9<sup>th</sup> grades and grade in which you received them.

(Principal's Award—8<sup>th</sup>)

**Extracurricular Activities:**

(Clubs, band, athletics, forensics, student government, out-of school sports, Girl Scouts, Boy Scouts, church youth groups, church activities, etc.)

**Leadership Positions:**

(Club offices, captain of teams, teacher or leader in organizations, VBS teacher (helper), Sunday School worker, tutor, etc.)

**Community Service:** \* This is an important component of college applications. (Activity in which you were involved and number of hours worked; can be associated with clubs such as Key Club, Student Council, Cabot Clean-Up, Scouts, etc.)

**Work Experience:**

(Name of job or description, number of hours worked per week or month, dates worked)

McDonald's—20 hrs./wk—May 2007-August 2008      \*Babysitting counts!

**References:**

(2 school, 1 community) For each reference you should have his/her name, address, phone number, and email address. For your school references, you can use the school address, phone number, and email.