



ACCESS
COLLEGE
AMERICA

RESUME TEMPLATE

Prepare. Apply. Achieve!

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Name
High School
Graduation Class (i.e. Class of 2024)
Address
Telephone Number
LinkedIn Weblink
Email Address

EDUCATIONAL BACKGROUND

Name of High School
Cumulative GPA (optional)
Academic Honors & Awards (Honor Roll, etc)

Dates Attended

CERTIFICATION(S)

These are your MOOCs

Name of Class (University)

- Brief description of topics covered
- Total amount of hours allocated for class, amount of chapters, quizzes and videos watched
- PDF to the certificate

CAPSTONE PROJECT(S)

- Description of project
- Specifically, what did you find most interesting and/or learn while doing this project.

SCHOOL LEADERSHIP AND ACTIVITIES

List the activities you have participated in while at school, listing any positions held (secretary, editor, etc.) or honors given within those programs

Peer Mentoring	2020-present
• Award for Dedicated Service to Community Youth	2021
National Honors Society	2020-present
• President	2021
School musical production, <i>Annie</i> , played an orphan	Spring 2021

ATHLETICS

List all athletic activities you have participated in, including positions held (Captain, etc.) and awards received (Coaches Award, MVP, etc.)

Basketball, varsity	2020-present
• Most Valuable Player	2021

VOLUNTEER WORK

List the name of the organization you work/worked for, including city, state, and dates. Also include the position you held and a description of your duties. Use action words to introduce your duties.

Children's Hospital, Seattle, WA Summer 2020
Activities Coordinator

- Organized arts and crafts for 5-9 year olds

WORK EXPERIENCE

List the name of the company/employer you work/worked for, including the city, state, and dates. Also include your position you held and a description of your duties (use action words).

Joe's Sport Shop, Austin, TX 2020-present
Sales Associate

- Assisted customers, handled monetary transactions

ACTIVITIES AND INTERESTS OUTSIDE OF SCHOOL

This is your opportunity to list any special hobbies or skills you have. If you have any special experience or expertise in the field you are applying for you can highlight that here.

Piano Lessons (once a week) 2020-present
Esperanza, Tijuana, Mexico Summer 2021

- Built houses for Mexican families

Helpful tips:

- *List your dates chronologically starting with the most recent activity first and working backward.*
- *If you have more than one current activity within one category, the activity in which you have participated the longest should be listed first. See School Leadership above for an example.*
- *Try keeping your date columns separate from your other information*
- *Use formatting techniques (bold, underline, italics, etc) so it is as easy to read as possible.*