

Academic Resume – Template

(Personal Data: address, phone, email - place here in a fashion of your choosing)

Career Plans

⇒ **USE 12pt. Font** ⇐

Name of college you plan to attend (tell if accepted)

Major

What you plan to do with your education

Academics

Class Rank

GPA 6.0 & 4.0 scale

ACT and/or SAT scores

Advanced academic classes – list of Pre-AP, AP and Dual Credit courses taken or will have finished by the end of senior year. Mark the ones currently taking.

School and Community Activities

List all of your clubs and community activities. You might want to list each club and then give a listing of all that you have done as a member. **Be detailed.** Include sports, clubs, organizations, and include the years you participated in the activity, i.e. 9th 10th, etc.

Leadership /Responsible Positions

Offices held.

Committee Chair in charge of major event

Honors, Awards & Achievements

These honors and awards are for both individual and as a member of a group. Examples include: getting a “1” as an ensemble or winning the district or state football titles. Some of the achievements listed might not even relate to school.

Volunteer and Community Service

Total of Volunteer Hours - _____ Hours are documented in the counseling office.

List every volunteer service that you have done since 8th grade. If the list gets rather lengthy (and I hope that it would), then you might group them together. **All hours** listed here need to be documented with signatures and turned into Mrs. Roque in the counseling office. For more information on the Volunteerism, see Mrs. Roque or e-mail her at eroque@pasadenaisd.org.

Work Experience

List any work experience and dates of employment. If it is a very responsible position, you might want to list that in the Leadership section.

References

List several people that know you well. Stay away from peers and family. Place someone’s name here only if you have asked permission to list as a contact. For this resume if they say yes, use their work number instead of their personal cell number. Include who they are, position, company etc.

Length – as long as it takes. This is a special type resume – not a job resume. Do NOT use paragraphs but rather use “bullets” so the reader can easily scan to find what they are searching.