

Summary of High School Experiences/Resume

This template is designed to give you a chance to think about your high school accomplishments. Only include events/activities from 9th-12th grade (you can include things you are planning to do senior year).

Keep descriptions to one line per item. Bullets are a good idea to help things stand out.

Rearrange the categories in an order that describes your personal journey. For example, if you did not play sports, remove the athletics category. And if you were most involved in drama, that should be your first category after "academics".

Keep it to one page! Really. Use short descriptions, play with margins and fonts. But keep it simple!

EMAIL	NAME	PHONE-Indicate cell or home
	SCHOOL/TOWN	

Academic Summary

GPA, if applicable:

Class Rank, if applicable:

Junior and Senior Year Courses:

ACT and/or SAT scores and dates taken:

AP scores-3 or above:

Athletics

Include sports played, years played, positions held, and any information that would give the reader a sense of your accomplishments. Links to your video clips, news articles. Resumes for coaches may include a lot more detail than the resume for an interview.

- Lacrosse, 9-12, Captain senior year. Goalie. Year-round lacrosse on xx team.

Music/Art/Theater

Include names of productions, your role. Include names of instruments you play and if you are in a band, orchestra, take lessons. Or share what you sing-alto? In a choir? Indicate if it's for school or a regional group.

Extracurricular Activities/Clubs

Give a short explanation of your clubs if they are not something on a national level. Ie most people know what student government does but not everyone would know something specific to your school.

Leadership

Indicate what role or office you held. If you are a captain of a sports team, don't repeat it here. Just leave it in the athletic section.

Community Involvement/Service

Include how often you do this and how many hours a week or month.

Work Experience

Do you babysit? Work at a restaurant? Help at a family business? Any of those things can go here.

Interests

Use this to share things you do on your own time. Maybe you help take care of sibling after school. Or have a fun tradition you do each year when you see a family member. This area can show a college what you do when you are not scheduled and have free or down time!