

Academic Resume Format

Your Name

Address

Phone

Email address (optional)

Honors

List Honor and date. Any competition you placed in, awards in sports, music, varsity letters, Student of the Month, SHOC, art recognitions, etc.

List most recent first

Include non-school honors as well

School-Affiliated Activities

List activity, dates (and hours per week or month if an on-going activity)

List most recent first

(If you were elected for a club office, or received an award for any activity, also list it in the Honors section)

Community Activities

List anything you have done for your community, church, or on your own (e.g., tutoring, volunteering, Math Olympiad, Make a Difference Day – indicate what you did for this day, mowing lawns for neighbors, etc.)

List most recent first and hours per week or month

Work Experience

List place of work, dates of employment, and list specific duties

List most recent first

Travel (optional)

List any travel experiences (church groups, school-related, independent travel, family trips, etc.)

Special Interests, Hobbies, Talents

List any other special accomplishments not already listed on this resume

See reverse for sample

Kermit J. Frog

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Honors

Cast Member of musical – Oklahoma	Winter 2005
Secretary, Junior Class	Elected Fall 2004
League Sportsmanship Award	Fall 2003
Varsity Letter – Soccer	Fall 2003
Varsity Letter – Soccer	Fall 2001

School-Affiliated Activities

Leadership Class	Fall 2005
Plan and lead several all-school assemblies and Community events such as Blood drives, Food drives, etc.	
Choir Program – Concert Choir (audition-based)	2004 to present
Tennis – Varsity	Spring 2003
Soccer – Varsity	Fall 2001 and 2002

Community Activities

Earth Day	April 2005	4 hrs
Drug-Free Youth member	Fall 2004 to present	1 hr/week
Community group sponsoring activities for drug-free youth		
Make-A-Difference Day	Oct. 2003	4 hrs
Volunteered for home and yard repair for elderly		
Mother's Day Baskets	April 2002	20 hrs/month

Work Experience

Bunk's Drive-In	Summer 2004	10 hrs/week
Customer service, server, bus tables, set tables		
Elk's Club	Fall 2003	1 hr/week
Assist at banquets		
Child Care – for several families	2000 to present	occasional

Travel

Throughout Western United States, Canada and Caribbean

Special Interests, Hobbies

Singing, acting, tennis, volleyball, water sports, snowboarding, surfing, drawing,
Swimming, dancing, music of all types, reading

