

Improve the Educational Résumé

Remember that this is *not* the résumé you will use to apply for a job. Your academic résumé is an information sheet that you can use when applying to college, writing scholarship essays, and building your work résumé. Keep this in mind when updating your educational résumé: How can information on my résumé help my college application?

Personal Information: Make your name stand out. It could be slightly larger than the rest of the text, a different font, or a bold font. Your contact information should be easy to read, and the email address must be professional, usually incorporating part of your name.

Educational Information should be as detailed as possible. Include the name, address, and CEEB of all high schools you have attended. Include current GPA and college entrance exams because you will need this information for college and scholarship applications.

Honors or Awards should be detailed. What was the award (use the full name of the award, no abbreviations), where did you earn it (school? county? national?), and what did you do to earn it? Applications often ask you to write a sentence or more describing the award. It's much better to do the writing ahead of time.

Extracurricular Activities and Community Service: Be sure to include activities both in and out of school. List AVID activities because you want to emphasize your AVID involvement on your application. List the full name for each activity (no abbreviations), and write a sentence or more describing what YOU did. Also, include the number of hours/week and weeks/year. Don't forget to include leadership positions you have held.

Work Experience: Explain where you worked and who you worked for. Include dates, responsibilities, titles, employer's name, and employer's contact information. Jobs and internships show that students are capable, experienced, and well-rounded. If you have duties at home that limit your extracurricular activities, community service, and awards, list your responsibilities here and include the hours per week you work at home taking of family responsibilities. This will help to explain your lack of other activities.

Personal References are people who you might ask for a letter of recommendation. Include all contact information: name, email address, phone number, your relationship to each other, and the number of years you have been associated with each other.

Sample Résumé

4000 Federal Lane, Pasco, WA 99301
(509) 555-5555 • dsuarez@mail.com

DIANA SUAREZ

EDUCATION

- 2012–present **Grossmont Middle College High School**, El Cajon, CA 92020
Will graduate June, 2013 with High School Diploma
Concurrently enrolled in high school and college courses
- 2010–2011 **Valhalla High School**, El Cajon, CA 92020
Enrolled in AVID and honors courses; 3.22 GPA

HONORS AND/OR AWARDS

- Spring 2011 Outstanding AVID Student Award for most improved performance and GPA
- Spring 2011 Alvarado Hospital Service Excellence Award and \$1,500 college scholarship as outstanding volunteer
- Fall 2011 Dean's List for 3.5 GPA fall semester
- Spring 2010 Track and Field "Best Newcomer" award for positive attitude and enthusiasm

EXTRACURRICULAR ACTIVITIES AND COMMUNITY SERVICE

- 2012–2013 **Yearbook Editor-in-Chief**, Grossmont Middle College High School: Created yearbook design, supervised editors and writers to ensure accuracy and deadlines, reviewed all photos and copy.
- 2011–present **Sunday School Teacher**, Presbyterian Church, Fletcher Hills, CA: Taught Sunday School for grades 7–11, taught community service program for children, collected canned food for Presbyterian Crisis Center.
- 2010–2013 **Girl Scout Gold Award Winner**, Troop 6733, Fletcher Hills, CA: Gold Award—created a video presentation of Holocaust survivors. Silver Award—organized a food-a-thon to feed 500 homeless.
- 2012–present **Team Captain, Varsity Lacrosse**, Grossmont High School: Recognized as most improved player in 2012. County Champions in 2013.
- 2010–present **AVID Student**: Enrolled in AVID (Advancement Via Individual Determination), elective for 4 years of high school to help prepare for college admission.

WORK EXPERIENCE AND INTERNSHIPS

- 2013–present **Hostess**, Denny's Restaurant, La Mesa, CA: Restaurant maintenance, cleaning, customer service.
- 2012–2012 **Front Lobby Receptionist**, Alvarado Hospital, San Diego CA: Greeted guests, answered phones, data entry of patient information.

REFERENCES

- John Smith**, English Teacher, Grossmont Middle College High School, (619) 555-5555, jsmith@gccd.edu
- Jane Smith**, Presbyterian Church Office Manager, (619) 555-5555, jsmith@mail.com