

College Application Resume Template

[Your Full Name]

Phone: (xxx) xxx-xxxx

Email: your.email@example.com

Address: City, State ZIP Code

High School: [School Name], Expected Graduation: [Month Year]

GPA: [Include only if 3.5 or higher]

EDUCATION

[High School Name] | [City, State]

High School Diploma | Expected [Month Year]

- Relevant coursework: [List 3-4 challenging courses like AP, Honors, or college-level classes]
 - Academic honors: [Honor Roll, Dean's List, etc.]
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EXTRACURRICULAR ACTIVITIES

[Activity/Club Name] | [Position if applicable] | [Dates]

- [Brief description of what you did and any achievements]
- [Quantify when possible: "Organized fundraiser that raised \$500"]

[Activity/Club Name] | [Position if applicable] | [Dates]

- [Brief description of responsibilities or accomplishments]

[Add 2-4 more activities]

WORK EXPERIENCE

[Job Title] | [Company/Organization] | [Dates]

- [Describe key responsibilities and skills gained]
- [Include any promotions, special recognition, or achievements]

[Job Title] | [Company/Organization] | [Dates]

- [Focus on transferable skills like customer service, teamwork, time management]
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VOLUNTEER EXPERIENCE

[Volunteer Role] | [Organization] | [Dates]

- [Describe what you did and impact made]
- [Include total hours if significant: "Completed 50+ hours of community service"]

[Volunteer Role] | [Organization] | [Dates]

- [Highlight leadership or initiative taken]
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LEADERSHIP EXPERIENCE

[Leadership Position] | [Organization] | [Dates]

- [Describe team size, responsibilities, and achievements]
 - [Focus on results: "Led team of 15 students to organize school-wide event"]
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AWARDS & HONORS

- [Award Name] | [Organization] | [Year]
 - [Academic recognition] | [School] | [Year]
 - [Athletic achievement] | [Team/League] | [Year]
 - [Community award] | [Organization] | [Year]
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SKILLS

Technical: [Computer programs, coding languages, social media management, etc.]

Languages: [Any languages you speak and proficiency level]

Other: [Musical instruments, artistic abilities, certifications, etc.]

ADDITIONAL INFORMATION (*Optional*)

- [Special circumstances, unique experiences, or achievements that don't fit elsewhere]
- [Travel experiences, family responsibilities, or personal projects]
- [Hobbies that show personality or dedication]