

## Resumé

**Resumé-** A summary of activities, accomplishments and awards.

Online applications often provide a place for listing these. However, space and flexibility is generally limited.

- It should be neatly typed, listing in-school and out-of-school activities, accomplishments, and awards during high school. This includes jobs, honors, church activities, sports, clubs, organized activities, mission trips, unique individual projects and so forth.
- We have been completing activities sheets each year to help with developing the resume.
- Your full name should be at the top of the page.
- Don't list everything. They are not interested in things that you have done only once or twice for a few hours.
- Make sure the reader of the resume can tell what it is- use descriptive terms (i.e., a childcare program rather than a local term like "Woolly Lambs") The reader must be able to tell what it is.
- Highlight any leadership roles you have played.
- A resume can be arranged either by year in school or by category. There are many sample resumes listed in Microsoft Word. See sample resume below.
- Remember- no extravagant or extremely large fonts, bright colors, etc. In this portion of your resume, less is more.

**SAM STUDENT**

14 MURPHY MILL ROAD  
DOTHAN, ALABAMA 36303  
334.555.1212  
[ssstudent@gmail.com](mailto:ssstudent@gmail.com)

**EDUCATION**

I am currently a senior at Providence Christian School with a cumulative grade point average of 4.60 and a composite score of 34 on the ACT.

**AWARDS AND HONORS**

National Honor Society: 11, 12

A Honor Roll: 9, 10, 11, 12

Student Leadership Council:

Co-Leader-10

Unity Leader- 11

President- 12

Eagle Ambassador (Student representative for school, selected by faculty): 11, 12

**SCHOOL ACTIVITIES**

Culinary Club: 9

Tennis Team: 9

Mathlete (Regional Math Competition): 9, 10

Pep Club: 9, 10, 11, 12

Girls Varsity Basketball: 9, 10, 11, 12 (Team Captain)

Theatre- Backstage Manager for Spring Production: 12

Varsity Track Team: 10, 11

**CHURCH AND COMMUNITY ACTIVITIES**

3D Leader (Small Group Discipleship Program): 9, 10

Replicate (Student Mentor): 11, 12

Louisiana Flood Relief: 11

JOY Prom Volunteer (Prom for special needs students): 10, 11, 12

Senior Mission Trip to Seattle, Washington: 12

Vacation Bible School Leader: 9, 10, 11, 12

Volunteer for The Ark Homeless Shelter: 11, 12

Volunteer for The Harbor Transitional Housing for Homeless: 12

Volunteer for The Exchange Center for Child Abuse Prevention: 12

**WORK EXPERIENCE**

Babysitting: 10

School Volleyball Gate Worker: 11, 12

Receptionist: 12

Tutoring: 11, 12