

RESUME BUILDER

First Name Middle Initial Last Name

Contact information – city, state

Contact information – email

Contact information – phone number

Education

School	Anticipated year of graduation or graduation year	
ACT/SAT	Score	Year
AP Class	Score on test	Year
AP Class	Score on test	Year
Relevant Dual-Credit Class	School	Year
Relevant Dual-Credit Class	School	Year

Extracurricular Activities

SPORTS

Sport Played	
School or Non-School Program	• Describe any honors (varsity letter, team award, all-league, etc.)
Grade Year Participated	
Sport Played	
School or Non-School Program	• Describe any honors (varsity letter, team award, all-league, etc.)
Grade Year Participated	
Sport Played	
School or Non-School Program	• Describe any honors (varsity letter, team award, all-league, etc.)
Grade Year Participated	

DRAMA

Name of Production	
School or Non-School Program	• Part or job in the production
Grade Year Participated	

MUSIC

Activity	
School or Non-School Program	• Part or role played in the activity
Grade Year Participated	

CLUBS

Club Name	
Grade Year Participated	• Office or roles performed
Club Name	
Grade Year Participated	• Office or roles performed
Club Name	
Grade Year Participated	• Office or roles performed

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Community Service Experience

Volunteer Organization

Grade Year Participated

- Work performed

Volunteer Organization

Grade Year Participated

- Work performed
-

Leadership Experience

Position Held

Organization

Grade Year Participated

- Describe the position held or leadership experience gained

Position Held

Organization

Grade Year Participated

- Describe the position held or leadership experience gained
-

Unique Section (Like Work-Based Learning, Research, Special Academic Programs, Etc.)

The Organization

Position

Grade Year Participated

- Describe this “unique” thing (what it is, what you did, why you did it)
- Describe one important thing you learned from the experience

The Organization

Position

Grade Year Participated

- Describe this “unique” thing (what it is, what you did, why you did it)
 - Describe one important thing you learned from the experience
-

Awards and Honors

Award or Honor

Award or Honor

Organization

Organization

Year

Year

Additional Experiences

Additional Experiences

Additional Experiences

Organization

Organization

Year

Year

Work

Employer – Position

Location

Month/Year Begin - End

- Detail number of hours per week and number of weeks worked
- Describe one important thing you did (this must fit on this line)
- Describe one other important thing you did (use only one line)

Employer – Position

Location

Month/Year Begin - End

- Detail number of hours per week and number of weeks worked
- Describe one important thing you did (this must fit on this line)
- Describe one other important thing you did (use only one line)