

College Planning Guide



CEF COPTIC
EDUCATIONAL
FOUNDATION

Resume

Resume Worksheet

Name _____

Address: _____

Home Phone # _____ Cell Phone# _____

Email Address: _____

Education (High School you attend): _____

Expected graduation date: _____

Academic Honors: _____

Extra-curricular activities (clubs, school leadership positions, etc.):



Community service (organization, what you did, when you did it):

Employment/work experience (where did you work, job title, dates of employment, duties):

Sample Academic Resume

IMA STUDENT

2010 College Rd. #1
Hometown, CA 55555
ima.student@college.com
(555) 555-5555

OBJECTIVE

To obtain knowledge of the day-to-day workings of a communications, public relations, or publishing firm through a part-time job or summer internship.

EDUCATION

Completed three years at Hometown High School.
Graduation date: May 2005.
G.P.A. 3.85. Top 5% of class.

EXPERIENCE

Newspaper Staff Member, Hometown High School

- **Aug 2004 - present.** Features editor of campus newspaper.
- **Aug 2001 - Aug 2004.** Researched information for news articles using library and Web sources. Composed and edited informational articles, columns, editorials, and advertising copy.

Yearbook Committee Member, Hometown High School

- **Aug 2004 - present.** Editor-in-chief of yearbook staff. Leader of design and publication teams from initial layout through finished product.
- **Aug 2003 - Aug 2004.** Yearbook staff member. Experience taking photographs, designing layout, and writing captions and sidebars.

RELEVANT HIGH SCHOOL STUDIES

Technical writing; advanced composition; debate; video production; computer classes providing knowledge of word processing, desktop publishing, and Web software.

HONORS, AWARDS, AND MEMBERSHIPS

- **U.S. Media Association Scholarship recipient**
Scholarship based on academic achievement, community service, and campus participation and leadership in high school communications projects and studies.
 - **2004 Best High School Newspaper Design winner**
Central State Regional Communications Contest, sponsored by the Communications Department, State University.
 - **President of high school chapter of Future Communicators of America (FCA), 2004 - present**
Member, 2003 - present.
 - **Treasurer of National Honor Society, 2004 – present**
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Ima Notherstudent
2010 College Way
Mytown, CA 55555
(555) 555-5555 — Ima.Notherstudent@college.com

Objective

Reliable and mature high school senior seeking a part-time retail sales position with a youth-oriented clothing environment to gain experience and insight into the fashion industry for a future career in fashion and design.

Work Experience

Country Club Summer 2003 and 2004 Lifeguard

- Monitored swimming areas for rule violations and drowning victims.
- Assisted in maintaining pool facilities and recreation areas surrounding pool areas.
- Supervised entertainment activities sponsored by country club.
- Worked assigned shifts at check-in and concession stand.
- Attended training courses and maintained CPR certification.
- Taught summer swimming classes.

Hawkins, Robins, Warbler and Finch, Attorneys at Law Fall 2002 - Fall 2002

- Picked-up and delivered catering and supplies for luncheons and corporate functions.
- In-house mail delivery and sorting.
- In-house document delivery.
- Office supply pick-up for local merchants.
- Assisted clerk in the law library.
- Delivered documents to and from the courthouse and other law offices.

Volunteer Work

Big Brothers/Big Sisters 2003 - 2004

- Assisted with and participated in group activities and field trips.
- Monitored youth during activities.
- Tutored ages 8-13 and assisted with homework assignments.

Texas School for the Blind 2000 Book Reader

- Read literary masterpieces into a tape recorder for use by the community.
- Assisted with volunteer office duties.

School Organizations

National Honor Society
2003, 2004
Pep Squad
2002 and 2003
Decorations Committee Chair — 2003

Latin Club
2002 - 2004
Secretary — 2002
Vice President — 2004

Senior Student Council Representative

2004

Secretary — 2004

Education

City High School

2002 - 2005

May 2005 Graduation

