

[Academic Resume Basic Components]

Name and contact information

Name, address, telephone #, professional email with first & last name

Objective - *optional, can change for specific positions, applications, jobs*

Can also use: Summary of Qualifications

High School

Name of school, City, CA

GPA

Expected graduation: June 201-

Test Information

PSAT score, date taken or planning to take...

SAT score, date taken or planning to take...

ACT score, date taken or planning to take...

Organizations & Activities

Name of organization	member/position	year participated
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Leadership Activities

Name of organization	position/role	year completed
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Honors & Awards

Name and year received

Work Experience

Name of location (hours/week; monthly)	year completed
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Summer and Special Programs

Name of program	year completed
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PERRY JAMESON

1515 Stanley Drive #62
Hometown, KS 66202
perry.jameson@dbplanet.com
(913) 555-1938

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**

FirstName LastName
6 Pine Street, Arlington, VA 12333
home: 555.555.5555
cell: 566.486.2222
email: phjones@vacapp.com

Education

Arlington High School, Arlington, Virginia
2002 – 2006

Experience

Sales Associate, The Retail Store

June 2005 – Present

- Maintain and restock inventory.
- Provide customer service.
- Operate computerized cash register system.

Child Care

2002 - Present

- Provide child care for several families after school, weekends and during school vacations.

Achievements

- National Honor Society: 2004, 2005, 2006
- Academic Honor Roll: 2002 - 2006

Volunteer Experience

- Big Brother / Big Sisters
- Arlington Literacy Program
- Run for Life

Interests / Activities

- Member of Arlington High School Tennis Team
- Girl Scout
- Piano

Computer Skills

- Proficient with Microsoft Word, Excel, and PowerPoint, and Internet

RONALD NATHAN, JR.

777 Ashe Drive ~ Boston, Massachusetts 01095

413-555-1212

support@resumeeedge.com

QUALIFICATIONS

Academically-gifted Student who excels at math and physics. Recently received 1600 on the SAT, with additional honors as the Class of 2002 Valedictorian. Consistently displays leadership abilities as President of the National Honor Society and Student Council President. Believes any obstacle can be overcome to achieve all dreams.

ACADEMICS

WILBRAHAM MONSON ACADEMY, Wilbraham, Massachusetts

High School Diploma, expected June 2002

- *Student Council President, 2001- 2002*
- *Valedictorian, 2002*
- *President, National Honor Society, 1998-2002*
- *National Merit Scholar Finalist, 2001*
- *Captain, Tennis Team, 2001*
- *Member, Spanish Honor Society, 2000*
- *Member, Peer Leadership Club, 1999*

• SAT: 1600 • SATII Writing - 760, Physics - 800, Math IIC - 780

• Advanced Placement Scores: Calculus - 5, US History - 5, Physics - 5

GOVERNOR'S SCHOOL IN THE SCIENCES, Madison, New Jersey

Coursework, Summer 1995

- Studied Molecular Orbital Theory and Cognitive Psychology.
- Conducted research to calculate the cosmological constant by tracking Pluto's orbit.

JOHNS HOPKINS UNIVERSITY, Baltimore, Maryland

Coursework, Summer 1994

- Studied Number Theory through the Center for Talented Youth Program.

PROFESSIONAL EXPERIENCE

CREST HILLS COUNTRY CLUB, Boston, Massachusetts

2000 and 2001

Assistant Tennis Pro (Summers)

- Gave individual and group tennis lessons to country club patrons.
- Assisted in selling tennis products from the pro shop, including sun visors, rackets, and shoes.
- Maintained equipment.