



Name

Street number/name • City, State • Zip code

Phone • Email

Martin Luther King, Jr. Early College

Objective: (this one is for your job resume; this statement will answer "what you want")

College Example: To gain entrance to a 4 year school to pursue a degree in _____.

Academic Achievements, (This should be anything relating to grades/school work, DO NOT list all of the classes you are taking, unless your receiving college credit.)

Grade Point Average: 3.9

Format: (Who gave you the achievement, Title of achievement, year)

Ex: Martin Luther King, Jr. Early College, Honor Roll, 2012-Present

Other things to include: Honor Roll, Course work, class rank, National honors society, etc.
(any courses you are receiving credit for)

Format: School Course prefix. Ex: Community College of Aurora, PSY 101)

School Activities

Format: (Group/Activity Title, time frame, office if any, Provide Description of anything that is unique)

EX: Distributive Education Clubs of America (DECA), 2012-Present Vice President, DECA prepares emerging leaders and entrepreneurs for careers in marketing, finance, hospitality and management in high schools and colleges around the globe. Last year's team placement was second out of 20 at the county competition.

Honors and Awards

Format: (Title of award, Name of Org issuing award, year)

Ex: Annual Speech Contest, 3rd Place, Rotary Club of Auburn, April 2012

Community Service

Format: Title of service, Location, time frame, hours completed, description)

Ex: Hospital Student Volunteer, Good Faith Hospital, 2011-2013. Assisted on the surgical floor and in the maternity ward. Duties included receptionist duties, filing papers, and delivery of documents to different floors of hospital.

Other Experience

Format: (Title, Experience location, Time frame, description of duties)

Ex: Grocery bagger, Peterson's Grocery Outlet, 2012-2013. Greeted customers, bagged customer's food, transported customer's food to their vehicle.

Notes: No abbreviations, only include high school information. Always list everything most recent to oldest. If you have multiple activities for 1 year, alphabetize them. DO NOT USE I, ME, MY, MINE, WE, US or talk in 3rd person.