



Create Your Academic Resume

LEARN

Did you know that admissions officers look at many different factors when they review your college application? In addition to what may normally come to mind—like grades, test scores and extracurricular activities—they also look for details that make applicants stand out from the rest. For example, admission officers often look at how each applicant has demonstrated leadership and community service. This helps give them an idea of how you may continue to contribute to your college campus.

For this reason, it's important for you to make sure these qualities—as well as any other characteristics or traits that make you unique—come out in your application. Applying to college is not the time to be modest. In fact, it's the time to show off how amazing you are!

An academic resume is an easy way to communicate this information in one place. Just like a professional resume highlights your work experience to convince someone to hire you, an academic resume summarizes your high school career to admissions officers in the most positive way possible!

PREPARE

Academic resumes are not difficult to put together, but they do require time and thought. So before you write your own resume, take some time to prepare for it by gathering the information below:

- **Academic History:** Find out your GPA, think about any courses that highlight how you have challenged yourself, and/or consider meaningful projects you have completed.
- **Skills:** What skills make you unique? Skills could include languages, computer software proficiency, musical talent, athletic ability, and more.
- **Leadership Experience:** When have you been a successful leader and/or showcased your leadership skills? Think about projects, activities, or events you led in school and/or during extracurricular activities.
- **Community Service:** When and how have you volunteered your time to help the greater good? What experience was most meaningful and why?
- **Jobs:** What summer, part-time, or long-term jobs have you had?
- **Awards and Honors:** Have you ever received special recognition for something?
- **Hobbies and Interest:** What interests and passions inspire you outside of school?

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CAREER FINDER (CONTINUED)



CREATE

Once you've brainstormed your responses to all or most of the categories above, you're ready to begin creating your own academic resume!

1. Create a first draft of your resume by filling in the template on the following page. An example for each section has been provided for you. Use these as a model when you write in your own information.
2. Keep these tips in mind as you complete your first draft:
 - Be as clear and concise as possible.
 - Highlight the best of the best. You can add more examples if needed, but try not to add more than one or two additional bullets to each category.
 - If a category does not apply to you, keep it blank and then remove it from your final copy.
 - Remember to brag!
3. When your first draft is complete, ask someone else to review it with a fresh set of eyes. Then accept and look over any edits to make it your own! You may choose to change the formatting or keep it similar to the template. No matter what, be sure to only keep the text that is relevant to you and remove any text in parenthesis like: "[Name:]". Do your best to keep your final product to between one and two pages.

BUILDING AN ACADEMIC RESUME

SAMPLE ACADEMIC RESUME STUDENT CAPTURE SHEET

AALIYAH MOORE

1234 College Bound Avenue • Anaheim, CA 92801 appropriateemail@yahoo.com

ACADEMIC HISTORY

TGR Learning Lab High School (Anaheim, CA)
GPA 3.1/Weighted GPA 3.45

ADVANCED COURSEWORK

- AP Art History
- AP English Language & Composition
- AP Calculus AB
- AP Spanish Literature

SKILLS

Computer: Proficient with Microsoft Word, Excel and PowerPoint
Languages: Fluent in English and Tagalog; proficient in Spanish
Social Media: Created blog via WordPress focused on the power of feminism

WORK EXPERIENCE

China Wok Fast Food, Cashier (10th, 11th & 12th)

- Provide customer service and improved on interpersonal skills

SCHOOL INVOLVEMENT AND EXTRACURRICULAR ACTIVITIES

Associated Student Body, Treasurer (11th & 12th grade)

- I take the lead in keeping track of supply and advertisement expenses for events.

Future Doctors of Tomorrow Club, Historian (12th grade)

- This program is dedicated to guiding and mentoring high school youth interested in pursuing a career as a future physician. Along with capturing memories, I keep our members updated on upcoming events.

COMMUNITY SERVICE

Read2Youth, Core Service Volunteer (10th & 11th grade)

- I helped coordinate the summer reading program for elementary school children at local elementary schools. In addition, I helped organize, clean and shelve books.

AWARDS AND SPECIAL HONORS

Principal's Honor Roll (9th–12th grade)

Pre-Med Mentorship Program, Mentee (10th–12th grade)

- A selective program in which I was matched with a health professional at the local hospital. Through this mentorship, I had the ability to conduct research on causes of various cancers.

HOBBIES AND OTHER INTERESTS

I enjoy writing short stories, reading science fiction books and love to skateboard.

BUILDING AN ACADEMIC RESUME

LEADERSHIP DEVELOPMENT STUDENT CAPTURE SHEET

SELF-REFLECTION QUESTIONS

What makes you a successful leader?

How do you think your peers would describe you as a leader?

Explain how you could improve as a leader or do more to showcase your leadership skills.

ACADEMIC HISTORY

This provides background on where you are attending school.

High School, Location: _____

Expected Graduation Date: _____ Cumulative GPA: _____ Cumulative Weighted GPA: _____

ADVANCED COURSEWORK

List any courses that will highlight your academic rigor as a student (i.e. Honors, Advanced Placement or even a class that you have taken at the community college level).

Course Name: _____

Course Description (Provide an example of a special project you worked on):

Course Name: _____

Course Description (Provide an example of a special project you worked on):

Course Name: _____

Course Description (Provide an example of a special project you worked on):

SKILLS

List areas that make you unique as a student and an individual.

Language(s): _____

Computer Software: _____

Social Media Outlets: _____

Other: _____

WORK EXPERIENCE

List any summer, temporary or long-term jobs you have had during your high school career. What lesson did you take away from this job opportunity?

Employer/Company: _____ Job Title/Position: _____

BUILDING AN ACADEMIC RESUME

Lesson Learned: _____

SCHOOL INVOLVEMENT AND EXTRACURRICULAR ACTIVITIES

List a leadership role you have had within school or an extracurricular activity. In addition, describe and provide an example of a project you led.

Club/Organization Name: _____ Leadership Role: _____

Lesson Learned: _____

Club/Organization Name: _____ Leadership Role: _____

Lesson Learned: _____

COMMUNITY SERVICE

List a community service activity that is most meaningful to you. Explain what you have gained from your involvement.

Club/Organization Name: _____ How long was your commitment? _____

Lesson Learned: _____

AWARDS AND SPECIAL HONORS

List any special recognitions and/or highly-selective programs you have been acknowledged for in or outside of school.

- 1.
- 2.
- 3.

HOBBIES AND OTHER INTERESTS

List one or two hobbies that excite you intellectually and fuel your curiosity during your free time. Why do these activities inspire you?
