

NAME (RESUME BUILDER)

Please complete the resume form below as part of your preparation for college. This information can be used to help your guidance counselor and teachers know more about your many talents so they can advise you and write a letter of recommendation for your college applications.

PRINCIPLES: 1) Most impressive FIRST to least impressive last 2) Bulletize 3) EXPLAIN so someone outside of this area can understand (ACA club, All Big-Bend=9 counties in N. Florida, etc.)

Name (Last, First, Nickname):	Wtd. GPA : N/A	Unwtd GPA:
SAT (Highest score on each subtest): CR__ M__ W__TOT:____ ACT w/Writing: Eng__ M__ Read__ Sci__ Comp__ W__	Phone Number:	
AP Courses taken & planned for Senior Year — give specific name of course		
Leadership roles —in clubs, organizations, teams, youth groups, community.		
Awards & Achievements — letters, bars, honor roll, awards won in science/history fairs, department awards, sports/organizational awards, scholarships, etc.		
Extracurricular Activities — include all athletic and student organization participation in and out of school (church, scouts, etc.).		
Community Service and Volunteer Work —include the place, charity, number of hours or length of time that you volunteered and the purpose of the work.	Volunteered _____ hours in the following areas:	
Work Experience —list jobs or paid work you've had and what kind of responsibilities you've had. Include name of workplace and length of service.		
Talents and Skills —list any talents that you have (musical, technological, organizational, athletic, etc.)		
Future Plans —specific plans for next year (e.g., attending FSU, going into a career field).		