

# **ACADEMIC RESUME**

## **WHY DO YOU NEED AN ACADEMIC RESUME?**

An academic resume is a summary of your strengths and accomplishments you could give to a teacher, counselor, or whomever you think could write a great recommendation letter for you.

It could also serve as a starting point for any essays you may need to write about yourself. Some scholarships ask for a copy of your resume. It can come in handy when preparing for an interview for college admission or scholarships. It is very important to keep your information up to date, so it properly reflects your accomplishments.

Attached is a sample format for an academic resume as well as an example of how it should be typed. This only serves as an example. Feel free to adjust it to best reflect who you are and what you have accomplished.

## Academic Resume—Sample Format

(Personal Data: address, phone, email—place here in a fashion of your choosing)

- **Career Plans**

- Name of college you plan to attend (tell if accepted)
- Major
- What you plan to do with your education

- **Academics**

- Class rank
- GPA \_\_\_\_ on a 5.0 weighted scale
- ACT and / or SAT scores
- Advanced academic classes—list of Pre-AP, AP and Dual Credit courses taken or will have finished by the end of senior year. Mark the ones currently taken.

- **School and Community Activities**

- List all your clubs and community activities.
- You might want to list each club and then give a listing of all you have done as a member.
- Be detailed. Include sports, clubs, organizations, and include the years you participated in the activity, i.e., 9th, 10th, etc.

- **Leadership / Responsible Positions**

- Offices held
- Committee Chair in charge of major event

- **Honors, Awards & Achievements**

- These honors and awards are for both individual and as a member of a group.
- Examples include getting a “1” as an ensemble or winning the district or state football titles.
- Some of the achievements listed might not even relate to school.

- **Volunteer and Community Service**

- Total of Volunteer Hours: \_\_\_\_\_
- List every volunteer service that you have done since 9th grade. If the list is rather lengthy, then you might group them together.
- Ask Mrs. Amaya in the Counseling Office for a copy of your community service summary.

- **Work Experience**

- List any work experience and dates of employment.
- If it is a very responsible position, you might want to list that in the Leadership section also.

- **References**

- List several people who know you well.
- Stay away from peers and family.
- Only list the people you have asked to be a contact.
- For this resume if they say yes, use their work number instead of their personal cell number. Include who they are, position, company, etc.

Length—as long as is needed. This is a special type of resume—it is not a job resume. Do **NOT** use paragraphs but rather use “bullets” so the reader can easily scan to find what they are searching.

## **EXAMPLE ONLY**

### **Mason Maverick**

1010 Maverick Lane Houston, Texas 77504  
281-555-1234 mason.maverick@gmail.com

## **Career Plans**

- Continue performing well in school to further my education
- Attend Sam Houston State University in the fall of 2016
- Obtain a Bachelor of Arts in Teaching
- Discover the grades I am passionate about teaching
- Be a creative and dedicated teacher

## **Academics**

- Class Rank: 46th out of 927
- GPA (on a 5.0 weighted scale): 4.453
- Graduating Year: 2016
- ACT Scores:
  - Composite: 32
  - English: 35
  - Mathematics: 33
  - Reading: 30
  - Science: 28
  - Writing: 6
- Advanced Classes:
  - Pre- AP: Geography
  - AP English 3
  - AP English 4
  - Dual Credit:
    - US Government
    - Economics

## **School Activities**

- FCA (Fellowship of Christian Athletes) Attended meetings junior and senior years
- Student Council Member 10th, 11th, and 12th grade
- Volleyball Freshman, Sophomore, Junior, Senior Year
- Varsity Team Junior and Senior Year
- Team Captain Senior Year

## **Community Activities**

- Student choir—all four high school years
- Led a youth Bible study—freshman year
- Taught Vacation Bible School—junior and senior year

## **Leadership / Responsible Positions**

- Future Teachers of America—4-year membership
- 2015—2016 President
- 2014—2015 Secretary

## **Honors, Awards & Achievements**

- Rotary Youth Leadership Award—junior year
- Daughters of the American Revolution Citizenship Award—senior year
- Honor Roll all four years of high school

## **Volunteer and Community Service—Total Volunteer Hours: 265**

- Hours are documented in the Pasadena Memorial Counseling Office
- Mentoring Students at Turner Elementary grades 1 – 3 junior and senior year 5hrs a week
- Assisted with Christmas Can Food Drive 4 years 24 hrs
- Volunteer Service Through Interact—165 hrs

## **Work Experience**

- Babysitting for members of my church 4 years
- 21st Century Afterschool Program—Mentoring Elementary Students 2 years

## **References**

Ima E. Teacher  
Pasadena Memorial High School  
4410 Crenshaw Rd.  
Pasadena, TX 77504  
713-740-0390 ext.: 53000

My Counselor  
Pasadena Memorial High School  
4410 Crenshaw Rd.  
Pasadena, TX 77504  
713-740-0390 ext.: 53001