

Sample Resume for the College Application Process

RESUME

for

JOE/JILL COLLEGE

2201 N. Locust

Wahoo, NE 68066

(402)443-4332

e-mail: esu2.esu2.ne.us

SSN:123-23-3444 (for college use only, otherwise omit. Always keep your SNN safe.)

PERSONAL DATA: (for sports only, otherwise omit)

Height:

Weight:

Birth Date:

EDUCATION:

Wahoo High School

2201 N. Locust

Wahoo, NE 68066

Graduation Date: May xx, 200X

Cumulative GPA: 3.01 on a 4.0 scale unweighted

Cumulative Rank: 29 of 59 students

ACT Composite: 21

Special Academic Classes or Qualifications:

Honors American Government - 11

ACTIVITIES, HONORS & AWARDS:

Academic Honors and Awards:

Quiz Bowl Team: Co-Captain, 12; team placed 1st at SCC-Beatrice Competition

Athletic Awards:

Football: 9, 10, 11, 12 Lettered: 10, 11, 12

Dramatic Arts:

One Act Play: 10, 11 – Lead Actor in “Education Questor”

Music:

Visual Arts:

Dana College Art Contest: 2nd Place: 11; 1st Place: 12

Spanish Club:

Elementary Program; 12

Other:

Boy Scouts: Eagle Scout

OFFICES/LEADERSHIP POSITIONS HELD:

4-H Club: Member: 9, 10, 11; Vice President: 11

COMMUNITY SERVICE:

JuniorMates: Mentor: 11, 12

HOBBIES:

Fishing, Computer Games, Billiards: 4th Place International Billiards Competition in Minneapolis, MN, Traveling (Costa Rica with Spanish Club, 11), Play the Harmonica, Kazoo and Jew’s Harp.

WORK:

May 200X

to

Present

Corner Grocery, Wahoo, Nebraska -- Stock Boy. Supervisor: Joe Citizen

Duties: stocking shelves with canned foods and produce; cleaning up spill;

helping customers find items. Job Skills: punctual, conscientious, hard-working

Note: Students may wish to create a business card with some of the important information from their resume, so they can hand it to college reps at college fairs. May wish to include ACT scores, college major, and GPA & Rank