

**McLean High School
Student Services Department**



Sample Resume Format

This is a fictional resume. The format will help to highlight who you are and what you do. This may be used by your school counselor or teacher to assist in writing the letter of recommendation. The resume you use for job/career purposes differs slightly from this format. See your school counselor for additional assistance.

Any Student
anystudent@xyz.com
555-555-5555 (cell phone)

Academic Honors and Awards (*Briefly list any academic distinctions or honors you have received since the 9th grade. Include the grade level and a short description.*)

- MHS National Honor Society 9-12
 - Coordinate fundraisers, budgeted for induction ceremony
- MHS All "A" Honor Roll 9, 10, 12

Extracurricular Activities (*List your extracurricular activities in their order of importance to you. Provide brief details including accomplishments, leadership responsibilities, grade level, and approximate time spent.*)

- Symphonic and Marching Band 4 hrs/week 9-12
 - Pit Section Leader, Bass Line Member
- National Honor Society 2 hrs/wk 12
 - Treasurer – coordinate monthly fundraisers, prepared budget for induction ceremony
 - Member – participated in monthly fundraisers 11
- Track and Field 14 hrs/wk 9-12
 - Varsity Letter 10-12
 - Captain 12
- Computer Science Camp Counselor 20 hrs/week 11-12
 - Planned activities for summer program

Work Experience (*List your work experiences. Provide brief details including accomplishments, leadership responsibilities, grade level, and approximate time spent.*)

- The Gap, Sales Associate 10 hrs/wk 11-12
 - Employee of the Week

Volunteer Experience (*List your volunteer experiences. Provide brief details including accomplishments, leadership responsibilities, grade level, and approximate time spent.*)

- Stop Hunger Now 8 hours 10-11
 - Prepared meals to end worldwide hunger
- Elementary School Tutoring 2 hrs/wk 11

Skills & Hobbies

- Skills include: playing musical instruments (brass, woodwinds, percussion, piano)
- Hobbies include: reading, cooking, listening to music, politics, sailing, collecting posters
- Proficient in MS Office