Your Name

Address

City, State ZIP

Phone

Email

**Academic History**

* Name of High School
  + Expected Graduation Date
  + GPA, ACT
* Name of College (If taking dual enrollment)
  + List of classes taken
  + List of classes taken

**Work History**

* Job title and dates of work
  + Job duty
  + Job duty
  + Job duty

**Volunteer Work**

* Name of place you volunteered and date(s) or hours
  + What you did when you volunteered
  + What you did when you volunteered

**Academic Achievements**

* Academic awards or challenging classes
* Academic awards or challenging classes

**Activities and Clubs**

* Upward Bound- years you have been in- mention it is a college prep program where you attend weekly meetings, monthly workshops and if you attended summer(s) mention that as well. If you held an SGA, Floor Rep., School Rep. tell that you did and a brief description of what it is.
* Clubs, sports – these can be through the school or outside of it- for example if you do a lot with your church youth group, play travel ball etc.
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**Skills**

* List skills here (i.e., proficient with Microsoft Word, Excel and PowerPoint…Fluent in Spanish, etc.)