



COLLEGE ADMISSIONS RESUMÉ ORGANIZER

WHAT IS A COLLEGE ADMISSIONS RESUMÉ?

It is a document that allows you to highlight your academic, extra-curricular, and employment skills, community service and other experiences, and achievements. It is often included as part of your college application as additional information that easily allows admissions to see an overview of your high school experience inside and outside of the classroom.

The following pages contain what we call our **College Admissions Resume Organizer** pages. Each page is designed to give you ample space to write or type in your academic, extra-curricular, and employment, community service, activities, etc.

Next to each entry title, you will want to detail the name of the activity & organization, your responsibilities, any awards/honors and the high school years of involvement or award (9, 10, 11, or 12) or (9-11, 10-12, etc.).

These Organizer pages are to be added to as you continue throughout high school. You can print these out and hand-write your information or keep this as a digital document. You can print out multiple copies of the same page if you need more space to list items.

Following are the College Admissions Resume Organizer pages for your input...



LEADERSHIP EXPERIENCE

- | Name of Activity | Description & High School Years of Involvement |
|---|---|
| <u>Examples:</u>
National Honor Society
(10-11) | <u>Examples:</u>
Active Member – Maintain academic standing; attend regular meetings to improve leadership knowledge; participate in service projects throughout the year, such as providing and assembling canned goods, supplies, and making hot meals for families in need through Meals for Friends and making holiday cards for residents of local assisted living facility |
| Boy Scouts of America
(10-12) | Patrol Leader – Elected to serve as scout in charge of my patrol; worked with senior leadership to organize meetings, plan for patrol campouts, and handle any internal issues |



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EXTRACURRICULAR & COMMUNITY SERVICE ACTIVITIES

- List campus, off- campus, and community organizations, including athletics, church involvement, drama, etc.
- Include offices held, committees, responsibilities, and results of projects and activities. This illustrates leadership qualities and time management skills. Quantify where you can, i.e. # of people you worked with, ages of students, # of projects, etc.

Name of Activity	Description & High School Years of Involvement
<u>Examples:</u> Varsity Baseball Team, Marietta HS (9-11) Theater (9, 11-12)	<u>Examples:</u> Active Team Member – Attended all practices including off-season; attended all games including playoffs; and maintained an elevated level of skill and play; Position: Starting Third Baseman; Batting average: ~.300 Actor – Memorized all lines and attended all rehearsals and participated in several shows One Act Play – “Much Ado About Nothing” (9) Role: Friar Francis Musical – “Into the Woods” (11) Role: Cinderella’s Father Musical – “Sound of Music” (12) Role: Kirt



Employment Experience

- | Name of Activity | Description & High School Years of Involvement |
|---------------------------------|--|
| <u>Examples:</u>
Chick Fil A | <u>Examples:</u>
<i>Team Member – Worked in variety of areas; handled customer orders, payments and bagging orders at front register, outside order processing and drive-through window; performed all duties as requested while maintaining good attitude and excellent customer service in a high-paced work environment</i> |
| Jones Park Pool Complex | <i>Lifeguard – Red Cross lifeguard and CPR trained and certified; maintained active surveillance of pool area; know and consistently apply safety rules & policies with guests for pool and aquatic area; know all emergency procedures and respond to emergency situations immediately; and perform equipment checks and chemical testing</i> |



Other Skills and Interests

- | Name of Activity | Description & High School Years of Involvement |
|--|--|
| <u>Examples:</u>
Skill
Skill
Interest
Interest | <u>Examples:</u>
Proficient communicator
Proficient in coding Python & Java
Enthusiastic rock climber
Experienced traveler |



Honors/Awards

- | Name of Activity | Description & High School Years of Involvement |
|------------------------------------|--|
| <u>Examples:</u>
Award
Award | <u>Examples:</u>
National Merit Semifinalist (11)
Academic Honor Roll (9-11) |



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Education

- Name of your school, the city, and the state
- Month and year of your graduation
- GPA and if weighted or unweighted, or give both & HS year for each entry
- PSAT, ACT and/or SAT scores – breakdown of scores as follows with dates taken:
PSAT & SAT: Total Score XXXX (Reading: XXX/ Math: XXX)
ACT: Total Score (English: XX, Math: XX, Reading: XX, Science: XX)
- Class Rank, if known

Name of Activity	Description & High School Years of Involvement
<i>Examples:</i> <i>Marietta High School</i> <i>Graduating:</i> <i>GPA (11)</i> <i>GPA (11)</i> <i>PSAT or SAT</i> <i>ACT</i> <i>Rank:</i>	<i>Examples:</i> <i>Marietta, GA</i> <i>May 2023</i> <i>93.167 Unweighted / 98.167 Weighted</i> <i>4.0 Unweighted / 4.46 Weighted</i> <i>1480 (R-740, M-740)</i> <i>35 (E-35, M-33, R-35, S-35)</i> <i>75th / 500 Students (Top 15%)</i>