

THINKING ABOUT YOUR RÉSUMÉ

Students occasionally ask us the purpose of creating this résumé. You and we use it thus:

- 1) We draw from its material for the counselor letter we write for each senior.
- 2) You share it with teachers who write your teacher recommendations.
- 3) You use it as a jumping-off-point for completing activities sections of applications.
- 4) You bring it to college interviews (if you like) or use it for job searches now or later.

You may wish to find other formats online or in books; just be comfortable with the one you choose, and be sure not to make it too glitzy. Academic résumés should be straightforward and focused, not gimmicky. It may go over one page (unlike business résumés) if needed. We don't recommend exceeding two pages.

In bold (B): Your full name followed by (nickname)

Social security number or date of birth (B)

Your address (B)

Second line of address (B)

Phone number with area code (B)

Email address (B)

BACKGROUND: Tell some things about yourself that give you an identity beyond numbers. Be personal and lively. Mention all kinds of interests and/or your academic "specialties," if appropriate. Say something, if you wish, about your history in Seattle or at Seattle Academy.

GPA [and (if appropriate) HONORS AND ADVANCED COURSES]:

List your Cumulative GPA this way: **3.25 (unweighted)**

(Your official GPA will be available August of 12th grade)

Courses you may wish to list as honors/advanced: Honors English 11& 12 and Honors American History 11, Honors American Government, Calculus 1 and Calculus 2, foreign language 4, 5, and/or 6; Physics, Advanced Chemistry, Biology with Honors. Don't worry if you don't have courses to list!

HONORS/AWARDS:

List any award you wish. Go backwards in chronological order; the top listing should be the most recent.

EXTRACURRICULAR ACTIVITIES:

List all clubs, sports (here at SAAS or through other organizations), arts activities (here or elsewhere), private studies. The top listing should be most recent. Save your hobbies and casual interests for that category.

COMMUNITY/CHURCH ACTIVITIES:

List community service with explanatory information. List church programs and youth service trips here. The top listing should be most recent.

EMPLOYMENT:

List this if applicable. Tell the name of your job and how many hours a week you work. The top listing should be the most recent.

HOBBIES/INTERESTS:

Mention if not covered elsewhere in the résumé.

GOALS: It's fine to omit this, but if you have a preliminary study or career goal, write about it here.

A sample résumé:

Steven Stanton Seattle (Steve)
DOB 12/12/1992
1057 Whatever Street
Seattle, WA 98122
206-323-6618
steveseattle@seattleacademy.org

BACKGROUND: I moved to the Seattle area in 1998 from Lebanon, New Hampshire. I am a retired army brat who gets edgy in long-term living situations. My strengths lie in history and English, and I'm a sucker for C. S. Lewis and John Irving. I am a confessed bookworm who is addicted to writing mediocre poetry. I go running every morning. My mother and father work very hard so that I can afford to go to this school.

GPA and HONORS / ADVANCED COURSES:

Cumulative GPA: 3.88 (unweighted)
Gifted English (9th grade in a New Hampshire public school, John Q. Adams)
Honors English 11 (Seattle Academy)
Honors English 12
Calculus 1, 12
Advanced Chemistry, 12

HONORS AND AWARDS:

Scholar-Athlete (Golf), 11
National Honor Society, 11, 12
Second Place, Bennington Creative Writing Competition, 10
First chair trumpet, King County Youth Orchestra performance, 10
Honor Roll, 9, 10, 11

EXTRACURRICULAR ACTIVITIES:

Varsity soccer, Seattle Academy, 10-12
Premier Soccer League, Seattle, 11
"Lieutenant Cable" in *South Pacific*, school production, 11

COMMUNITY / CHURCH ACTIVITIES:

Member of youth discussion group, University Unitarian Church, 11
Church mission trip to Costa Rica, summer between 10 and 11
Student tutor at T.T. Minor School, 10

EMPLOYMENT:

Deliveries, local florist, 12 hours per week

HOBBIES / INTERESTS:

Guitar lessons, 10, 11
Skiing, since age 8

GOALS:

I hope to study English and perhaps eventually go to law school. I am interested in taking courses in Creative Nonfiction writing.