

# COLLEGE RESUME



## Keep It Simple

- Visually appealing to reader
- Neatly typed
- One to two pages maximum

## Include Four Main Categories

- Academic
- Extra-Curricular
- Community Service
- Work Experience

## Make It Readable

- Hit the high points
- Not too many details
- Short phrases are better than long sentences

## Give Quick, Clear Picture of Yourself

- Be concise
- Leave out irrelevant information
- Highlight only important facts on the transcript

## Avoid Gimmicks and Being too Slick

## Highlight Continuity of Activities

- Long-term dedication to organization or sport is preferred

## Define Regional Activities

- Examples: 65 Roses - Cystic Fibrosis Support Group
- Lads and Lassies* - Varsity Choir
- The Highlander* - Yearbook
- The Bagpipe* - School Newspaper

# Jane Smith

4567 Park Lane  
Dallas, Texas 75235  
Home: 214-363-7899  
jsmith@aol.com

## Academics

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Highland Park High School August 1997 to May 2001  
GPA - \_\_\_\_ ( out of 8.00)  
Rank - Top \_\_\_\_%

AP & Pre-AP Classes French II Pre-AP, French III Independent Study, French IV AP, French V AP  
Geometry Pre-AP, Pre-Calculus Pre-AP, Calculus BC AP, Statistics AP  
English I Pre-AP, English II Pre-AP TaG, English III AP TaG, English IV AP TaG  
Biology Pre-AP, Physics Pre-AP, Chemistry Pre-AP, Chemistry II AP  
World History Pre-AP TaG, US History AP, Government AP, Economics AP

## Honors & Awards

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USA Swimming Executive Athlete Representative - North Texas Swimming 1998-2001  
Elected Athlete Representative - City of Plano Swimming 1998-2001  
Highland Park Swimming (Individual) - District Finalist (1998, 1999, 2000), Regional Finalist (1999, 2000),  
State Finalist (2000), All State (2000)  
Highland Park Swimming (Team) - District Champions (1998, 1999, 2000), Regional Runner-up (2000), State  
Runner-up (2000),  
Varsity Captain - Highland Park Girls Swim Team (2000-2001)  
National Honor Society - Member in good standing from (1999-2001)  
National Young Leaders Conference - Selected to attend national conference being held in Washington, D.C.  
during October 2000  
Rutgers University Book Award - Awarded for community service and leadership (2000)  
Odyssey of the Mind - Regional Champions and 10th at State (1999)  
Regional Science Fair - Honorable Mention (1998)  
National French Exam - 5th in State of Texas (1998)  
Camp Grady Spruce Leadership Camp - Female Representative for Highland Park High School (1998)

## Community Service

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Roots and Shoots of Highland Park - Member and founder (2000-01)  
Special Olympics - Volunteer (1998-2000)  
ASTRA - Student Member (1998-99, 1999-2000)  
Presbyterian Hospital of Dallas - Volunteer (Summer 1998-99)  
SPCA of Dallas - Student Volunteer (1998-99)

## Extracurricular Activities

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Piano - Dallas Music 13 years of piano lessons, theory, and competitions (1988-2001 )  
Swimming - City of Plano Swimmers 6 years of competitive swimming (1995-2001)  
Swimming - Highland Park High School 4-year varsity lettermen (1997-2001)  
Odyssey of the Mind - Highland Park High School (1998-99)  
Religious Education Teacher - All Saints Catholic Church - Taught religious education to 4th and 5th  
grade students (1996-97, 1997-98)

## Employment History

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Swim Lessons - started business teaching swim lessons to children ages 2 through 10 (Sumer 1999-2000)  
Dallas Music - assisted music teacher during summer music camp for children (1996-99)  
Park Cities YMCA - substitute assistant age group swim coach ( 1999)

# John Louis Smith

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**Objective** My objective is to be admitted to a college or university that will give me a strong base in liberal arts and or computer engineering.

**Education** Highland Park High School - Dallas, Texas

- Latin I, II Pre- AP, III Pre-AP
- Computer Science I, II AP
- Algebra I, II Pre-AP, Geometry, Pre-Cal
- Theatre Arts I, II TAG
- Speech/Oral Interp.
- U.S. History AP, World Geography, World History
- English I, II, III, IV
- Biology, Chemistry, Physics, Health
- Government, Economics

**Work Experience** Summer 2000 Top Achievers Plano, Texas

**Athletic Instructor**

- Trained young athletes

Summer 1999 Brookhollow Country Club Dallas, Texas

**Life Guard and Swim Lessons Instructor**

- Certified C.P.R. and First Aid

Summer 1998 Cash Converters Wholesale Store Dallas, Texas

**Computer and Electronic Salesman**

- Computer Specialist

**Special Achievements & Memberships**

- Who's Who Among American High School Students
- Captain of Track Team
- 1<sup>st</sup> Team All-District Football Team
- Senior Representative of the Thespian Club
- Member of FCA and K-Life
- 3 year Letterman in Track and Football

**Volunteer experience**

- Volunteer work for A.C.L.D
- YMCA Camps
- Junior Symphony Ball Committee
- Volunteer work with Senior Citizens

# John Louis Smith

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## HIGH SCHOOL CAREER

**Highland Park High School, Dallas, Texas 75205**

**Attended August 1997 – present**

- Rated one of top 15 high schools in nation by Newsweek
- Texas UIL award for best overall high school academic and athletic programs in the state

### **Extracurricular, Athletic, Personal and Volunteer Activities:**

Activity	9	10	11	12	Hr/Wk	Wk/Yr	Positions Held, Honors, Athletic Letters
Sport: Football	X	X	X	X	20	26	Players Committee (12) (10 elected from 100 varsity players) Varsity All-District Second Team Individual Defense (11) Varsity Team: District Champions (11) Varsity Letterman (11) JV Team: District Champions (10) Freshman Team: District Champions (9)
Sport: Track & Field			X	Spring '01	15	12	Varsity District Individual Finalist – 200 M (11) Varsity Team: District Runner Up (11) Varsity Letterman (11)
School: Young Democrats				X	2	16	Founder of new club (12) President of Public Relations (12)
School: AFS Club	X	X	X	X	1/2	26	Member (9, 10, 11, 12) Volunteer with local chapter (9, 10, 11)
School: European History Club				X	1/2	26	Member (12)
Outside School: Boy Scouts	X	X	X	X	2-10	26	Working on Eagle Scout Project – Fall 2000

**Advanced Placement:**

English (9, 10, 11)	Score: 4 (5/00)
Literature (12)	Exam to be taken 5/01
American History (11)	Score: 4 (5/00)
AP European History (12)	Exam to be taken 5/01
Government (12)	Exam to be taken 5/01
Economics (12)	Exam to be taken 5/01

### **Summer Activities:**

June – August 1997	Three week family trip to Europe
June – August 1998	AFS Exchange Student to France (8 weeks)
June – August 1999	Ten-week hostelling trip with brother to 11 countries (Syria to Sweden)
June – August 2000	Intern, Video production company in Dallas

**JOHN SMITH**  
**4567 Park Lane**  
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**(214) 363-7899**

I. Extracurricular Activities

Football	9, 10, 11, 12
Fellowship of Christian Athletes	9, 10, 11, 12
Vice President	12
Jr. - Sr. Prom Co-Chairman	11
Field and Stream Club	11, 12
Boys Concert Choir	11

II. Community/Volunteer or Church Activities

Jr. Symphony Ball	9, 10, 11, 12
Invitations Committee	11
Decorations Committee	12
Young Republicans	10, 11, 12
Membership Committee	12
Habitat for Humanity	11, 12
Park Cities Baptist Church	
Elected to Youth Council	10, 11, 12
Chosed to go on Youth Mission Trips (Received awards each year for work ethic)	10, 11, 12
Youth Camp (Over 250 teens attend)	9, 10, 11, 12
Hammer & Saw Award (Positive attitude and building up others)	10
Servant Award (Best example of a servant to others)	11
Rocket Award (Awarded for reaching new heights as a Christian and example to others)	12
Vision Committee (Chosen as the only High School Representative to a Church-Wide Committee.)	12

III. Work Experience

-Started mowing yards at age 13. Worked summers and during school year building it into a business with up to 2 employees. I have experienced a wide variety of interactions with my clients and I have managed my team of employees with success.

IV. Educational Travel

I have traveled to Mexico and Venezuela. I have also traveled in the US

# JANE SMITH

## SCHOOL ACTIVITIES

- Orchestra; Grades 9, 10, 11, 12
- Tennis, Grades 9, 10, 11,12
- Spirit Committee, Grades 11, 12
- National Honor Society, Grades 11, 12
- Hi-Lites (Service Club), Grades 11, 12
- Basketball, Grades, 10, 11, 12
- Tennis, Grades 11, 12
- Fellowship of Christian Athletes; Grades 9, 10
- German Club; Grades 9, 10, 11, 12

## AWARDS RECEIVED

- National Honor Society
- Honor Roll
- First Division in UIL Solo & Enselmble Competition
- 2nd place in Team Tennis State Competition
- Chosen for Principal's Breakfast

## VOLUNTEER AND COMMUNITY ACTIVITIES

- Served as Tutor for 5<sup>th</sup> grader; Grades 9, 10
- Junior Symphony Ball Volunteer
- Trinity Ministries
- Cinco de Mayo Festical
- Easter Seals Society for Children
- Park Cities Presbyterian Church (painted houses in South Dallas)
- Senior Citizens Craft Fair Volunteer

## WORK EXPERIENCE

Smith, Sibley & Company, Christmas Break 1994

Express (Clothing Store), November 1995- June 1997

Massimos (Italian Restaurant); June 1997 to present

YMCA Life Guard

## ATHLETIC RÉSUMÉ

**Jane Smith**  
12345 Ridge Road  
Winnetka, IL 60093  
708/555-1221

Below are listed my raw statistics. Please see attached sheet for full descriptive statistics kept by my coach for the years we've worked together. I am happy to provide a prepared videotape, raw physical skills test, or whatever other information you will find useful.

### **Basketball Statistics**

<b>Year</b>	<b>Played/Started</b>	<b>Points/Game</b>	<b>Rebounds/Game</b>	<b>Assists/Game</b>	<b>Free Throw %</b>
1992-93	15/3	7.5	3.5	4.5	78.2%
1993-94	22/10	9.8	8.2	5.6	82.3%
1994-95	25/24	13.2	11.6	7.8	87.5%

**Honors:** Captain, 1995-1996; All Conference, 1994-1995, 1995-1996;  
All State, 1995-1996

**Other Sports Played:** Volleyball

**References:** John Doe, Head Girls' Basketball Coach  
New Trier High School  
Winnetka, IL 60093  
708/446-7000

Jane Doe, Head Girls' Volleyball Coach  
New Trier High School  
Winnetka, IL 60093  
708/446-7000

Robert Naughton, Athletic Director  
New Trier High School  
Winnetka, IL 60093  
708/446-7000