

TIPS FOR PREPARING THE STUDENT ACTIVITY RÉSUMÉ

1. One to two pages in length (not to exceed three pages).
2. Label the first page with your name, address, phone number and email address*. Label each subsequent page with your name and Ridge High School in the top corner.
3. Six major sections (presented in this order):
 - a. **Extracurricular activities:** list in order of their importance to you
 - b. **Honors and awards:** reverse chronological order, begin with most recent first
 - c. **Community Service:** reverse chronological order, begin with most recent first)
 - d. **Summer Experiences:** list four summers, starting with summer before Grade 12 and ending with that before Grade 9
 - e. **Employment and Internships:** reverse chronological order, begin with most recent
 - f. **Hobbies and Interests:** list in order of their importance to you
4. Include **School Years** of participation as Grades 9, 10, 11, 12
5. Include Details – **Descriptions, responsibilities, positions and honors**
6. Include Time – **Hours/week, Weeks/year** (School year = 40 weeks, Summer = 12 weeks, Sports Season = 15 weeks)
7. Include footnotes to explain any “raised eyebrows”
8. Prepare separate résumé for athletic/musical/forensics, etc.
9. Don’t use acronyms without defining them (i.e. – list “Ridge Peer Organization,” not RPO)
10. See the following SAMPLES

* Note about email addresses: Make sure your email address sounds professional/appropriate (something like “firstnamelastname@email.com” is ideal). Consider creating an email account solely for college correspondence, and check it regularly.

John Smith
 123 Main Street
 Any Town, USA 12345
 (123) 456-7890
youremail@address.com

Extracurricular Activities	School Years	Hrs-Wk/ Wks-Yr	Positions/Honors
Junior Classical League/Latin Club	9,10,11,12	1/20	Secretary (9,10,11); Vice President (12)
Church Youth Group	9,10,11,12	2/40	Member (9,10,11,12); Youth Council (12)
Orchestra	9,10,11,12	4/40	Member – First Violin (9,10,11,12)
Ridge Peer Organization	9,10,11,12	1/20	Member

Honors, Awards, and Contests Presented by:	School Years	Honors/Descriptions
National Latin Exam	9,10,11	Achieved summa cum laude all four years.
College Board	11	AP Scholar with Honor
Ridge High School	10	Bronze Community Service Award – 100 hours

Community Service	School Years	Hrs-Wk/ Wks-Yr	Positions/Responsibilities
Church Board of Deacons	11,12	3/8	Youth representative; serve as liaison between youth group and Board of Deacons
Relay for Life	9,10,11,12	14/1	Raise money for cancer research at an overnight event
Tutoring	9,10,11,12	1/15	Tutor in Latin, Chemistry, Physics

Summer Experiences	Summer	Hrs-Wk/ Wks-Yr	Positions/Responsibilities
Cornell University Summer College – Introduction to Engineering	2006	45/3	Took ASC Introduction to Aeronautical Engineering; Grade Earned: A+
Appalachia Service Project	2004, 2005, 2006	40/1	Volunteer to make homes warmer, safer, and drier in poverty-stricken areas of Appalachia

Employment	School Years	Hrs-Wk/ Wks-Yr	Positions/Descriptions
Basking Ridge Engineering Development Corporation	11, 12	11/45	Laboratory technician
Pet Sitting, Dog Walking	9,10,11,12	5/5	Cared for neighbor's pets; earned \$40 per job (savings)

Hobbies and Interests	School Years	Hrs-Wk/ Wks-Yr	Description
Tae Kwon Do	9,10,11,12	4/40	Martial Arts student; Instructional
Photography	9,10,11,12	6/45	Take 35mm, black and white and color pictures; develop own film

John Smith
123 Main Street
Any Town, USA 12345
(123) 456-7890
youremail@address.com

EXTRACURRICULAR ACTIVITIES

- ❑ Forensics Events Leader & Freshmen Mentor (2001 – Present)
- ❑ Church Youth Group President (2002 – Present)
- ❑ Student Government – Senator (2001 – 2003, 2004 – 2005)
- ❑ Academic League Secretary (2002 – Present)
- ❑ Chemistry League I & II (2002 – 2004)
- ❑ Junior Varsity Tennis (2001 – 2003)
- ❑ Ridge Peer Organization, mentor for Challenge Day (2001 – Present)
- ❑ Participant in the National Young Leader's Conference (2003)

HONORS / AWARDS

- ❑ Nationally Commended Student (2004)
- ❑ Participant of NJML, AMC 10 (2003)
- ❑ Inducted, National Honor Society (2004)
- ❑ Participant of NJML, AMC 12, and AIME (2004)
- ❑ **USAMTS Bronze Medallist (2003, 2004)**
- ❑ **Forensics – Honor of merit (2002), honor (2003), excellence (2003), distinction (2003)**

COMMUNITY SERVICE

- ❑ Volunteer, Fellowship Village, Basking Ridge, NJ (2000 – 2003)
Monitored the elderly, ran courses / activities, and played flute with two friends during their leisure.
- ❑ Tutor Freshmen and Sophomore students for NHS (2004)

WORK EXPERIENCE

- ❑ Warren Photo & Art Gallery, Warren, NJ (1998-2004)
Developed managerial skills: worked in the dark room and learned how to develop films manually.
- ❑ Private Tutor (2002 – Present)
Taught 8th grader and freshman students SAT I Math and SAT II Math IC.
- ❑ Art & Photo, New Providence, NJ (2003 – Present)
Developed managerial skills and worked as a professional photographer for family Portraits.

Jane Smith
 123 Main Street
 Any Town, USA 12345
 (123) 456-7890
youremail@address.com

Extracurricular and Personal Activities

Activity	Grade Levels	Time Spent		Position
		Hrs / Wk	Wk / Yr	
Field Hockey	9,10, 11, 12	21	25	Defense
Lacrosse	9, 10, 11, 12	21	12	Defense
Orchestra	9	13	37	Violin
Ski Club	9,10,11,12	10	5	Member
Latin Club	9,10, 11, 12	1	19	Member
PUSH – Prevention Using Student Help	11,12	1.5	3	Member
Junior Fashion Show	11	6	2	Model
Senior High Fellowship	9,10,11,12	2	38	Member

Academic Honors and Recognitions

Ridge HS Honor Roll (9, 10, 11, 12)
Certificate of Honorable Merit in The National Latin Exam (11)

Community Service/Volunteer Work

Activity	Grade Levels	Time Spent		Position	Activity
		Hrs / Wk	Wk / Yr		
Mission Trip	10,11	192	1	Builder	Repaired homes for the less fortunate
Relay for Life	10,11	3	6	Fundraiser	American Cancer Society

Summer and Work Experience

Experience	Employer	Date	Hours / Week
Babysitting	Families in Town	9/01 – Present	4 Hours
Office Assistant (Phones, filing, copying)	The Hurley Agency	5/01 – 8/01	6 Hours

Operating Cash Register	The Soup Shoppe	12/01 – 04/02	9 Hours
Waitress	Fellowship Village Retirement Home	12/03 – 4/04	11 Hours
Mothers Helper / Tutor	Required to watch children and tutor in school subjects	09/04 – 06/05	8 Hours