**Resume Template Instructions**

Make sure you include all sections below on your Honors Program resume. See the next page for a detailed example. You may download this template and edit it for your submission.

* Name and contact information
* Education information
	+ High school and expected graduation
	+ GPA (unweighted and weighted)
	+ ACT scores (composite and subscores)
	+ Advanced courses (AP, IB, Honors, college credits)
* Honors and Awards
* Activities or Extracurriculars
	+ List name(s) of organization, years served, short description of role
* Community Service
	+ List name(s) of organization, years or hours served, short description of work
* Leadership
	+ List name(s) of organization, years or hours served, short description of role
* Work Experience
	+ List name(s) of company, years or hours worked, short description of role

Example template of Honors Program resume provided on the next page.

**Ainsley L. Loper**

*Present Address:* 1111 4th Ave. Apt 11• Loperville, NE 68845

*Permanent Address:* 426 Florida Ct.• Anytown, NE 68467

ainsley.l.loper@mymail.com• 999-999-9999

Education: LoperTown High School – Expected graduation May 2025

 GPA:Unweighted 3.95, Weighted 4.32

 ACT/ SAT: SuperScore 29, Best Composite 28, Math 30, English 24, Reading 35, Science 26

Advanced Courses *(insert as many rows as necessary):*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Course Name** | **AP, IB, Honors** | **College Credit** | **Complete?** | **Grade** |
| 1 | World History | AP | 3 cr. | Complete | A- |
| 2 | English I | Honors | None | Complete | A |
| 3 | American History | AP | 3 cr. | In-progress |   |
| 4 | Psychology | None | 3 cr. | Complete | B+ |

**Honors &** Loper Blue Honors Roll & Academic Letter (all 4 years)

**Awards** National Merit Scholar - obtained a pre-SAT score above 1280

 Varsity Synchronized Swim Team

 • Lettered Junior yr.; 1st place at national competition in ‘20; voted team captain in ‘21

**Activities** LoperTown Honors Choir (Freshman year)

 LoperTown Synchronized Swimming Team Varsity (Sophomore, Junior, Senior)

 Spanish Honors Society (Junior, Senior)

 National Honors Society (all 4 years)

• Picked up trash on the road twice a year

• Elected Vice President in 2020; President in 2021

**Community** LoperTown Synchronizing Swim Mentors (2020 – Present)

**Service** • Helped younger kids learn the basics of synchronization

 Anytown Library Mentors (once a week for 2 hours, summer 2020)

• Read to young children and helped them pick out books

• Helped develop a Young Reader Program

**Leadership** Community “Do It Right” Executive Board – Vice President (2020 – 21)

• Led and co-led several community-based activities to raise awareness about…

 Student Ambassador for LoperTown High School (2020 – 21)

• Mentored new freshman for one semester each year

 Created a high school Spanish Honors Society (2020 – 21)

• Led the society as creator and then President

• Developed sessions for home-schooled children to start learning Spanish

**Work** Waitress, *Dairy King*, Anytown, NE (summer job only, 2019 – 20)

**Experience** • Took orders and served food

 • Learned to roller blade - Roller-bladed orders to drive-in cars

Camp Counselor, *Wooohooo Camp!*, Anytown, NE (summer 2021)

• Mentored children from ages 7 to 14 in performing daily activities

• Created wilderness curriculum for an overnight stay in the forest

Basketball Official, *Wooohooo Park & Rec.*,Anytown, NE (2021)

• Developed referee skills to be an official at middle school travel league games