**FirstName MiddleInitial LastName**

**Address Line 1 Address Line 2 Email Address Phone Number**

**EDUCATIONAL ACHIEVEMENTS Willoughby South High School**

* List your GPA if a 3.0 or better & your class rank if it is within the top 10%.
* List any AP & honors classes you have taken and the final grade earned in each.
* List any honors & awards you have received in high school in order from most to least recent. Put the year next to each. (This includes principal’s list, Scholar Athlete awards, NHS induction, published poems, etc.)

**EXTRACURRICULAR ACTIVITIES Willoughby South High School**

* List any school-related clubs/ organizations/ sports you have been involved in during high school in order from **most to least recent** & most to least involved in leadership. List significant leadership positions immediately after the activity, following a dash (—).
	+ - * Beneath each activity, **use active verbs** to list leadership positions & specific achievements.
			* Include these in order from **most to least important**. **NEVER have ONLY ONE BULLET POINT beneath any. Have 0 or 2+.**
* Be sure to list the years of involvement over to the right side of the activity.

**COMMUNITY ACTIVITIES / HOBBIES**

* List any SIGNIFICANT non-school related activities you have been involved in during high school in order from most to least recent & most to least important.
	+ - * Beneath each activity, using active verbs, list leadership positions & specific achievements.
			* Include these in order from most to least important.
* Be sure to list the years of involvement over to the right side of the activity.
* If your involvements center around one important hobby (such as theater), label this entire category as that hobby.

**COMMUNITY SERVICE/ VOLUNTEER WORK**

* List any volunteer organizations/ service projects you have been involved in during high school in order from most to least recent & most to least important.
	+ - * Beneath each activity, use active verbs to list leadership positions & specific achievements.
			* Include these in order from most to least important.
* Be sure to list the years of involvement over to the right side of the activity.

**WORK EXPERIENCE**

* List any jobs you have held during high school in order from most to least recent.
	+ - * Beneath each activity, use active verbs to list leadership positions & specific achievements.
			* Include these in order from most to least important.
* Be sure to list the years of involvement over to the right side of the activity.

**HONORS/ ACHIEVEMENTS**

* List any honors/ awards you have received since middle school (most to least important).
* Be sure to use action verbs to make yourself sound active.

**If any category is especially weak (not even 2 activities), leave it out.**