

SAMPLE RESUME FORMAT

Personal information

Name

Address

Telephone number

Email

Date of Birth

Citizenship

Education (all secondary schools attended)

Name of school

City, State and Country

Dates attended

Note as appropriate: IB Diploma Candidate, AP Scholar Candidate, AP International Diploma Candidate.

Principal extracurricular activities and interests (both school-related and external)

Name of activity & brief description

Positions held and specific duties and contributions

Grades you were involved

Estimate of the number of hours involved per week

Awards, Honors and Certifications

Name

Short description

Date of award

Principal summer activities

Short description of each (including travel, internships, employment, volunteer work, academic and athletic enrichment)

Dates

Special interests and hobbies