**Name**

Email

Phone Number

Address

**EDUCATION**

**The University of Chicago**  Chicago, IL

*Bachelor of Arts in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (ex. Political Science)* Expected, June 2024

**High School** City, State

*Diploma* Graduation Month, Year

GPA: (ex. 3.92/4.00)

**Honors**

(example**:** High Honor Roll (2016-2020), Outstanding Senior Award (2020), Valedictorian (2020)

*Experience can include paid and volunteer experience, research opportunities,*

*community-based work, etc.*

**EXPERIENCE \_**

**Organization** (ex. Private Family Client) City, State

*Title* (ex. Childcare Provider) Month Year – Month Year­­­­­­ (ex. May 2020 – Present)

* (Ex. Supervise two children, ages 4 and 7, while parents are away at work during afternoon and evening)

**Organization** (ex. Department Store) City, State

*Title* (ex. Sales Associate) Month Year – Month Year (ex. June 2019 – May 2020)

* (Ex. Greeted and performed sales duties for customers in the women’s clothing and children’s departments)

**Organization** (ex**.** Splash Public Pool) City, State

*Title* (ex. Swimming Instructor) Month Year – Month Year

* (Ex. Teach free weekly swimming classes to children, adults, and seniors; up to 15 participants at a time)

*“Leadership” means being an active participant, i.e. coordinating an event, being a member of a sports team, being a part of an academic club, etc.*

**LEADERSHIP & ACTIVITIES**

**Organization** (ex**.** Local High School Varsity Baseball Team) City, State

*Title* (ex. Team Member) Month Year – Month Year

* (Ex. Managed and organized team offseason workouts, team activities and participation to 30+ members)

**Organization** (ex**.** Local High School Times) City, State

*Title* (ex. Columnist) Month Year – Month Year

* (Ex. Composed weekly articles on the arts that was published and distributed to the Local High School community)

**SKILLS**

**Languages:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (ex. Conversational in reading and writing Spanish)

**Computer:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (ex. Proficient in Microsoft Word, Excel, and PowerPoint)

*Language and Computer skills: use terms like “experienced,” “proficient,” and “advanced knowledge.”*