

Sample Resume for Scholarships and College Applications

OLIVIA SMITH

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EDUCATIONAL OBJECTIVE

To pursue studies leading towards a Bachelor of Arts degree in psychology

EDUCATION

Chaparral High School: Grades 9 - 12

Graduating: May, 2014

GPA: 3.95

ACT: 31 SAT: 1920

HONOR AND AWARDS

Date & Year on each bullet

Chaparral High School Award for Academic Excellence Achievement

National Honor Society Award

Girl Scouts of America, Gold Award

Hydro Environmental Protection Program Award

Volunteer of the Year, Desert Mission Food Bank

SCHOOL INVOLVEMENT

Clubs

Date & Year on each bullet

- o Student Government 2013 Vice-President
- o Member of INTERACT (Rotary International Youth Service Club)
- o Member of ESCAPE (Educated Students Care about Peace & the Environment)
- o Coordinator of Counter Attack (drug and alcohol awareness group)
- o Member of Healthy Schools – Promoting healthy habits throughout the school
- o Member of the Debate Club
- o Peer Tutor for Chemistry and Math students
- o Coordinator/Editor of Ashes

Visual and Performing Arts

Date & Year on each bullet

- o Member of the School Band
- o Visual Arts – drawing, pottery, design, photography
- o Musical Theatre, member of the orchestra

Athletics

Date & Year on each bullet

- o Team Captain, Volleyball Team
- o Member of Chaparral Swim Team
- o Member of the Club Soccer Team

COMMUNITY VOLUNTEER ACTIVITIES

Date & Year on each bullet

Komen Race for the Cure – volunteered at race checking in participants
Participant in weekly concerts at Senora Senior Living Community
ABC Literacy Foundation – office volunteer
Greater Phoenix Public Library – Reading Buddies Program
American Heart Association Fundraiser Swim-A-Thon
John C. Lincoln Hospital – volunteer at Desert Mission food bank
Assisted at Lions Club Seniors' Christmas dinner, servicing and cleaning

CONFERENCES AND WORKSHOPS ATTENDED

Date & Year on each bullet

Attended State Interact Conference
Attended Arizona Student Leadership Conference
Attended Anytown Conference
Be the Change Conference for student leaders, focus on global involvement

WORK EXPERIENCE

Date & Year on each bullet

Childcare provider
California Pizza Kitchen – hostess duties
Golden Spoon Yogurt Shop – server

SKILLS AND SPECIAL TRAINING

Date & Year on each bullet

First Aid and CPR Certified
Proficient with Microsoft Word, Access and Excel
Trained Lifeguard: Red Cross certification
Excellent communication skills
Fluent in Spanish

REFERENCES (get 2 or 3)

Smith, John J., Teacher
Chaparral High School, 6935 E. Gold Dust Ave., Scottsdale, AZ 85253
Phone: (480) 484-6500 Email: jsmith@susd.org

Jones, Karen, Komen Volunteer Coordinator
123 Walkabout Way, Phoenix, AZ 85765
Phone: (602) 555-9876 Email: kjones@findacure.org