

College Application Resume Assignment

At this time, all students should create (if they have not done so yet), update, and finalize their formal resume, **posting it in Archie under the corresponding assignment**. Remember, a resume is your **formal, organized brag sheet**! It highlights all your positive qualities, skills, talents, involvements, and achievements. (It is *not* a place to point out or discuss your weaknesses).

How you present the information, how organized and easy to read your material is, and what you decide to highlight has a great impact on how the reader will judge its contents, and, thereby, you and your qualifications! Realize that this is a strategic document, with which **you are trying to market your achievements and impress admissions' officers and future supervisors**.

Do **NOT** limit the length of your college resume to just a pages if that means deleting data that highlights your abilities, involvements, and achievements if submitting one for college apps (*unlike when you are submitting it for a job*). You get just one shot at admission. **Be proud of your achievements and list them all, just do not repeat the same information in multiple places.**

- Keep in mind that a resume is **not** an essay and should be straight to the point, easily and quickly readable, highly understandable, organized into concrete categories with powerful explanatory bullets and sub-bullets (not paragraphs, empty filler words, or full sentences).

Though we reviewed building a resume in our fall workshop, you can find a synopsis of instructions and resources found on A.U.C. website (<https://www.archimedean.org/building-your-resume/>)

Below, please also find to help you:

- A list of important **“Dos & Don’ts”** when it comes to creating a resume.
- A list of **useful and powerful action verbs** organized by category and by alphabetical order. *Avoid using the same verb at the start of each bullet, using synonyms instead to keep each bullet sounding strong, to convey specific meaning while creating a positive feeling in the reader, and to avoid sounding boring or limited in your English-language skills.*
- A **sample C.V. (extended resume)**.

Once again,
**upload your resume in Archie under
the corresponding tracked assignment.**

Resume Dos & Don'ts

Definitely DO:

- ✎ Do PROOFREAD, PROOFREAD, PROOFREAD!!! PERFECTION IS THE GOAL!! Review for grammar, spelling, and typographical errors as well as proper punctuation.
- ✎ Do use a bulleted style to make your resume quicker to scan and reader-friendly.
- ✎ Do keep sentences short and simple.
- ✎ Do keep the length of your resume at one or two pages.
- ✎ Do choose a standard professional-looking font of 10 to 12 point size for the bulk of the resume.
- ✎ Do use high quality (16-25 lb. cotton fiber bond paper) white, ivory or cream-colored paper.
- ✎ Do make sure envelopes match the quality and color of the resume paper.
- ✎ Do use standard 8.5" x 11" paper.
- ✎ Do use uniform margins on all sides and even spacing between sections.
- ✎ Do use double spacing between sections and leave white space for an uncluttered look.
- ✎ Do **bold**, underline or CAPITALIZE section headings so they stand out.
- ✎ Do be consistent with indentations, capitalizations, font, and spacing.
- ✎ Do give examples of accomplishments and results.
- ✎ Do use [ACTION VERBS \(see list below\)](#) to start sentences and when describing responsibilities and accomplishments. Sound proactive!
- ✎ Do ask family members if you've left anything out. Listen to their feedback and keep an open mind.
- ✎ Do tailor content to each position for which you are applying (e.g. re-write the objective depending on the target audience).
- ✎ Do quantify when possible (state hours, scores, ranks etc...)
- ✎ Do double check that you are using the correct name for honors, awards, clubs, competitions etc...
- ✎ Do make sure your resume is accomplishments-driven and not duties-driven. Resumes should consist primarily of high-impact accomplishments statements that sell the students qualifications as the best candidate.
- ✎ Do make sure your writing and organization is clear. What matters is not whether your resume is clear to you, but rather whether your resume is clear to the person reading it.
- ✎ Do remove a statement if it serves no purpose.
- ✎ Do remember that sentences start with capital letters and end with periods.
- ✎ Do demonstrate your passion, dedication and clear career goals.
- ✎ Do mention any unusual experiences that will impress admissions officers.
- ✎ Do go through many revisions. Take breaks and look at new versions with fresh eyes.
- ✎ Do remember that resume writing is about "making a statement." What statement are you trying to make?
- ✎ Do PDF your resume if you intend to send it via email. This will avoid formatting inconsistencies and changes.

Definitely DO NOT DO:

- ✎ Never rely on spell check! Proofread manually. Try reading the resume **backwards**. Yes, it works!
- ✎ Never hand-write a resume!
- ✎ **Do not include activities from before 9th grade unless you have continued those activities into high school or you have received exceptional recognition.** For example, do not mention that you were the 4th grade class President or that you were on the basketball team in 7th grade, but do mention if you won the National Spelling Bee in 8th grade.
- ✎ **Do not include an inoffensive, serious email address.** All students must set up a formal email that they will use when applying to programs and schools. The email should convey professionalism and not paint a negative image of yourself. For example, use lindsey.smith@gmail.com instead of toohot4u@gmail.com.
- ✎ [Do not write paragraphs](#). Be succinct.
- ✎ Do not **bold**, underline, or *italicize* excessively. Only highlight what is important.
- ✎ Do not use colored fonts. Keep your resume black and white, or you can also use shades of grey.
- ✎ Do not print resumes on bright colorful paper.
- ✎ Do not use fancy type or cutesy artwork or photos.
- ✎ Do not include personal data such as age, ethnicity, health status, weight, or country of origin.
- ✎ **Do not lie or exaggerate.** If they background check your information or verify it with your counselor/teachers and you are caught cheating, you lose any chance at acceptance.
- ✎ Do not mention salary or wages.

Resume Action Verbs by Category

Start each bullet with the passed tense of your verb of choice.

Communication Skills Verbs

Address	Correspond	Inform	Perform	Resolve
Advertise	Demonstrate	Interpret	Persuade	Respond
Advise	Develop	Interview	Present	Speak (Spoke)
Arrange	Direct	Involve	Promote	Summarize
Collaborate	Edit!	Listen	Publish	Translate
Communicate	Explain	Market	Recommend	Write (Wrote)
Consult	Facilitate	Motivate	Recruit	
Contribute	Generate	Negotiate	Report	
Convince	Influence	Participate	Represent	

Creative Verbs

Create	Develop	Establish	Initiate	Perform
Customize	Devise	Found	Introduce	Visualize
Design	Direct	Illustrate	Invent	Revitalize
!				

Financial Verbs

Account	Budget	Finance	Keep records	Plan
Administer	Calculate	Forecast	Maintain	Prepare
Allocate	Coordinate	Increase	Manage!	Project
Analyze	Decrease!	Implement	Market	Reconcile
Audit		Inventory	Negotiate	Reduce
Balance	Develop	Invest	Organize	Research

Human Relations Verbs

Advise	Collaborate	Facilitate	Motivate	Represent
Advocate	Counsel	Guide	Participate	Serve
Assist	Delegate	Listen	Provide support	

Management Verbs

Administer	Design	Initiate	Oversee	Select
Communicate	Develop	Institute	Persuade	Sponsor
Consult	Establish	Lead	Plan	Supervise
Control	Evaluate	Manage	Recommend	Train
Coordinate	Form	Negotiate	Recruit	
Delegate	Hire	Operate	Represent	
Direct	Implement	Organize	Review	

Leadership Verbs

Chair	Influence	Lead	Persuade	Sell
Communicate	Inspire	Mediate	Plan	Teach
Confront	Initiate	Negotiate	Promote	
Develop	Launch	Persist	Reconcile	

Public Relations Verbs

Conduct	Inform	Present!	Represent	Research
Consult	Plan	Promote	Respond	Write

Problem Solving Verbs

Analyze	Diagnose	Execute	Plan	Plan
Appraise	Examine	Identify	Identify	

Research Verbs

Analyze	Create	Evaluate	Investigate	Review
Assess	Define	Examine	Maintain!	Search
Calculate	Design	Forecast	Modify	Solve
Clarify	Develop	Gather	Observe	Summarize
Collect	Diagnose	Identify	Operate	Survey
Conduct	Discover	Interpret	Organize	Test
Compare	Document	Interview	Program	Write
Compile	Draft	Invent	Recognize	

Technical Verbs

Access	Configure	Engineer	Program	Solve
Adapt	Compute	Fabricate	Reconfigure	Specialize
Adjust	Construct	Install	Redesign	Study
Applied	Create	Maintain	Regulate	Test
Architect	Debug	Operate	Repair	Troubleshoot
Assemble	Design	Overhaul	Replace	Upgrade
Built	Determine	Pre-wire	Resolve	Wrote (Write)
Calculate	Develop	Print	Restore	

Training/Teaching Verbs

Adapt	Coordinate	Encourage	Influence	Set goals
Advise	Deliver	Evaluate	Inform	Stimulate
Achieve	Develop	Explain	Instruct	Teach
Clarify	Demonstrate	Facilitate	Lecture	Train
Coach	Educate	Foster	Persuade	Tutor
Communicate	Enable	Guide	Plan	

Organizational Verbs

Approve	Execute	Operate	Reorganize	Specify
Attend	File	Organize	Respond	Supply
Arrange	Handle	Plan	Retrieve	Systematize
Assemble	Implement	Prepare	Review	Tabulate
Catalogue	Improve	Process	Revise	
Classify	Inspect	Purchase	Schedule	
Collect	Maintain	Record	Screen	
Distribute	Monitor	Reduce	Set up	
Enforce	Obtain	Register	Solve	

Customer Service & Teamwork Verbs

Aid	Collaborate	Counsel	Facilitate	Represent
Assess	Compromise	Demonstrate	Guide	Resolve
Assist	Confront	Diagnose	Help !	Serve
Attend	Contribute!	Elaborate	Mentor	Settle
Clarify		Encourage	Motivate	Support
Coach	Cooperate	Expedite	Provide	Treat

Accomplishment Verbs

Accomplish	Complete	Meet goals	Spearhead	Won
Achieve	Expand!	Pioneer	Succeed	
Administrate	Exceed	Reduce	Surpass	
Achieve	Improve	Resolve	Transform	

ATHENA KOUKOUVAGIA

305.555.5555

athena.koukouvagia@schoolpride.org

123 Treehollow Lane, Miami, FL 33133

EDUCATION

Archimedean Upper Conservatory

Conservatory of Mathematics & Greek Language

12425 S.W. 72nd St., Miami, FL 33183

www.archimedean.org

August 2018 - Present

School Rankings

- ◆ #41 Best High School and #7 Best Charter High in U.S. out of over 17,800 (*U.S. News & World Report 2023*).
- ◆ #3 Best High School in Florida out of over 1,130 (*U.S. News & World Report 2023*).
- ◆ #1 Most Challenging Coed High School in Miami-Dade, among all private, public, magnet, dual enrollment, and charter schools (*Jay Matthews Challenge Index 2023*).
- ◆ #3 Most Challenging High School, among public and private schools, in Florida and #18 Most Challenging High School in the U.S. (*Jay Matthews Challenge Index 2022*).
- ◆ 2018 National Blue Ribbon School for exemplary academic performance and consistent quality of education provided (*U.S. Department of Education*).
- ◆ #1 Standout High School in Florida and #15 Standout High School in the nation (*Niche 2022*).
- ◆ #1 Best S.T.E.M. public High School in Miami and #141 Best S.T.E.M. High School, private or public, in the country (*Newsweek 2020*).
- ◆ #57 Best S.T.E.M. Public High School in the nation (*U.S. News & World Report 2022*).
- ◆ Top 10 Public High School in Florida from 2013 to 2022 (*Florida State School Accountability Reports*).
- ◆ #1 charter high in Florida whose challenging curriculum & safe environment stimulate student learning (*School Board Resolution 10-088*).

Special Curricular Focus

- ◆ Rigorous curriculum which includes multiple honors and college-Level, advanced placement courses.
- ◆ Partial-Immersion, English-Greek bilingual and advanced mathematics program made up of annual language courses in Greek and one of two annual courses in mathematics taught in Greek throughout 9-11th grades (*proof-based Euclidean geometry, trigonometry, set theory, discrete mathematics*) in addition to four years of English-based algebra, precalculus, and calculus coursework.
- ◆ Four-year, physics-first, science curriculum comprised of rigorous coursework in physics, chemistry, biology, and environmental science.
- ◆ Four-year, philosophy program involving courses in ethics, logic and semantics, political philosophy, and feminist and minority philosophy.

Academic Performance

Grade Point Average & Ranking

◆ **Unweighted G.P.A.** = 3.75/4.00 **Weighted G.P.A.** = 4.18/4.00 **Class Rank** = 12/75

Standardized Testing

- ◆ **SAT** = 1430/1600 (Reading & Writing = 750/800, Math = 680/800)
99th Percentile in SAT Evidenced-Based Reading & Writing
98th Percentile in SAT Mathematics
- ◆ **ACT** = 33/36 (English = 33/36, Math = 31/36, Reading = 34/36, Science = 36/36)
99th Percentile in SAT Science, 98th Percentile in SAT Reading
97th Percentile in SAT English, 96th Percentile in SAT Math
- ◆ **Advanced Placement** = Biology 5/5, U.S. History 5/5, World History 5/5, Spanish 5/5, Art History 4/5, Human Geography 4/5, Chemistry 3/5
- ◆ **End-of-Course State Exams** = Biology 5/5, U.S. History 5/5, Geometry 4/5, Algebra 1 5/5

SUMMARY OF HONORS & RECOGNITIONS *(optional)*

- ✦ Earned a total of 12 individual event and 3 team event medals in regional, state, and invitational high school-level Science Olympiad tournaments.
- ✦ Placed in the top 20 in 22 individual event regional, state, invitational, and national high school-level Science Olympiad competitions.
- ✦ Earned 3 Outstanding Delegate Awards at high school Model United Nations debate conferences.
- ✦ Issued the State-level award for earning a perfect score on the 2022 End-of-Course Biology Exam.
- ✦ Voted as Captain of the 2022-2023 Archimedean varsity Girls' Soccer team.
- ✦ Selected to perform as the Lead Ballerina in the May 2021 Elegance Ballet Academy's Romeo and Juliet recital.
- ✦ Selected to co-Direct Archimedean Upper Conservatory's May 2021 production of Animal Farm.
- ✦ Voted Miami Children's volunteer of the month in July 2020.
- ✦ Earned 3 honors, 2 high honors, and 2 principal high school honor roll awards for strong academic performance.

EXTRACURRICULAR ACTIVITIES & ACHIEVEMENTS

Science Olympiad

August 2020 - Present

- ✦ A STEM competition in which teams of 15 students compete in 23 science-based events (<https://www.sonic.org>)

Grade 11

- ✦ **2023 National Science Olympiad** (Pasadena, CA)
 - ✦ Team A Captain
 - ✦ 3rd-place individual medal in Rocks & Minerals (out of 85 teams)
 - ✦ 12th-place individual ranking in Experimental Design (out of 85 teams)
 - ✦ Team final ranking = 20th (out of 85 teams)
 - ✦ Proposed and organized the Archie Dance Marathon, which raised \$850 to assist with team travel expenses.
- ✦ **2023 Rice University Science Olympiad Invitational** (Houston, TX)
 - ✦ 6th-place individual medal in Anatomy (out of 45 teams)
 - ✦ 7th-place individual ranking in Fermi Questions (out of 45 teams)
 - ✦ Team final ranking = 11th (out of 45 teams)
- ✦ **2023 State Science Olympiad** (Tallahassee, FL)
 - ✦ Team A Captain
 - ✦ 2nd-place individual medal in Rocks & Minerals (out of 52 teams)
 - ✦ Team final ranking = 1st (out of 52 teams)
- ✦ **2023 South Florida Regional Science Olympiad** (Boca Raton, FL)
 - ✦ Team B Captain
 - ✦ 1st-place individual medal in Rocks & Minerals (out of 26 teams)
 - ✦ 3rd-place individual medal in Anatomy (out of 26 teams)
 - ✦ Team final ranking = 2nd (out of 26 teams)

Grade 10

- ✦ **2022 M.I.T. University Science Olympiad Invitational** (Cambridge, MA)
 - ✦ 10th-place individual medal in Anatomy (out of 77 teams)
 - ✦ 8th-place individual ranking in Green Generation (out of 77 teams)
 - ✦ Team final ranking = 22nd (out of 77 teams)
- ✦ **2022 South Florida Regional Science Olympiad** (Boca Raton, FL)
 - ✦ Team B Captain
 - ✦ 5th-place individual medal in Green Generation (out of 36 teams)
 - ✦ 9th-place individual ranking in Anatomy (out of 36 teams)
 - ✦ Team final ranking = 3rd (out of 36 teams)

Model United Nations Debate

August 2020 - June 2021

- ♦ An academic simulation of the United Nations where students play the role of delegates from different countries or leaders of NGOs/IGOS while attempting to solve real world issues by navigating the policies, circumstances, goals, and perspectives of their assigned country and organization.

Grade 9

- ♦ **2021 North American Invitational Model United Nations (NAIMUN) LVIII** (Washington, DC)
 - ♦ Head Delegate
 - ♦ Best Position Paper individual award (out of 200 competitors)
 - ♦ Outstanding Medium-School Delegation team award (out of 200 teams)
- ♦ **2021 Florida High School Model United Nations (FHSMUN) 42** (Gainesville, FL)
 - ♦ Best Delegate individual award (out of 80 competitors)
 - ♦ Outstanding Small-School Delegation team award (out of 80 teams)

Archimedean Upper Conservatory Girls' Soccer

December 2020 - March 2021

Grade 9

- ♦ Center Back on Archimedean girls' high school soccer team
- ♦ South Florida Regional Semifinalists
- ♦ Helped run car wash fundraisers, amassing \$5,000 for new practice soccer balls.

SCIENTIFIC RESEARCH EXPERIENCE *(optional)*

The JJ Vance Memorial Summer Internship

June 25, 2022 - August 8, 2022

- ♦ Selective, paid, eight-week summer biological and computational research program for juniors in Miami-Dade and Broward high schools at the University of Miami Miller School of Medicine (<https://jjvances.org/internship/>)

Research Focus

- ♦ Investigated the X, Y, and Z of A, B, C.
- ♦ Research presented at research luncheon attended by faculty, staff, friends, family, and fellow interns.
- ♦ Results currently under consideration for publication.

Responsibilities & Skills Acquired

- ♦ Using Polymerase Chain Reaction to amplify DNA
- ♦ Electrophoresis for restriction fragment separation

COMMUNITY SERVICE

- ♦ List the name of each organization as sub-headers on the left, the time span of engagement on the right.
- ♦ Highlight in bullets what your responsibilities were, any skills you built, what contributions you made, and any recognitions you earned.

WORK EXPERIENCE *(optional)*

- ♦ List the name of each organization as sub-headers on the left, the time span of engagement on the right.
- ♦ Highlight in bullets what your job position, job duties and responsibilities were, any skills you built, what contributions you made, and any recognitions you earned.

SUMMER ACTIVITIES & INVOLVEMENTS *(optional)*

- ♦ X, Y, Z

FOREIGN LANGUAGE PROFICIENCY *(optional)*

Certificate of Attainment in Greek Language (Ellinomatheia)

- ✦ Only certificate of proficiency in the Greek language that is both offered and recognized by the Greek state.

B1, Intermediate Level

May 26, 2023

- ✦ Can understand the main points of clear standard input on familiar matters regularly encountered in work, school, or leisure-related topics.
- ✦ Can deal with most situations likely to arise while traveling in an area where the language is spoken.
- ✦ Can produce simple connected texts on topics that are familiar or of personal interest.
- ✦ Can describe experiences, events, dreams, hopes, and ambitions, as well as opinions or plans in brief.

A2, Advanced Beginner Level

May 24, 2022

- ✦ Can understand sentences and frequently used expressions related to areas of most intermediate areas, such as shopping, family, employment, etc.
- ✦ Can communicate in simple and routine tasks requiring a simple and direct exchange of information on familiar and routine matters.
- ✦ Can describe in simple terms aspects of their background, immediate environment, and matters in areas of immediate need.

Additional Foreign Language Mastery

- ✦ Fluent in Conversational Spanish

PERSONAL PROJECTS *(optional)*

- ✦ X, Y, Z

COMPUTER SKILLS *(optional)*

(Computer skills can include understanding certain software, operating systems, applications, programs, and tools. Computer skills fall into two general categories: software and hardware)

Computer Programming

- ✦ Versatile programming in Java and Python

Graphic Designing

- ✦ Working understanding of Adobe Photoshop

HOBBIES *(optional)*

- ✦ X, Y, Z

REFERENCES

- ✦ Available upon request.