

Final College Application Resume Assignment

At this time, all students should finalize & upload their formal Final College Application Resume.

Remember, a resume is your formal, organized brag sheet. It serves to highlight all your positive qualities and achievements. (It is *not* a place to point out or discuss your weaknesses).

Though each person's resume will end up looking slightly different, how you present the information, how organized and easy to read your material is, the exact words you choose to use, and what you decide to highlight will have a great impact on how the reader of your resume will judge its contents, and, thereby, you and your qualification! Therefore, realize that this is a strategic document, with which you are trying to market your achievements and impress admissions' officers. *How you say and present information matters!*

Do NOT limit the length of your college resume at this time to just one or two pages if that means deleting data that highlights your abilities and achievements! You get just one shot at admission when applying. If you have done enough to warrant a resume that is a few pages long, then be proud of those achievements and list them all.

- Keep in mind though 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 -- **no paragraphs, empty filler words, or full sentences**.
- Start each bullet with the past tense of a strong action verb -- **not an "I"**
- Be **specific** about any skills you developed, leadership or other position held, contributions you made, and responsibilities entrusted to you for each activity listed
- Don't repeat information in different sections -- **group information wisely**
- Be sure to include dates of involvement for your activities listed and list items in reverse chronological order -- **from month, year to month, year/present**
- Be sure to include any quantifiable data where relevant -- **total \$ raised, specific rankings achieved, total # of hours, # of hours per week, and # of weeks per year completed, etc...**

Please use the notes you were asked to take during our A.U.C. Resume Workshop, the A.U.C. Hand-Outs on the Dos & Don'ts of Resume Creating & Powerful Resume Action Verbs to Use, and the sample resume for A.U.C. Owl Athena Koukouvagia to make &/or update your Final College Resume before uploading it to Archie.

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

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123 Treehollow Lane, Miami, FL 33133

EDUCATION

High School

Archimedean Upper Conservatory
Conservatory of Mathematics & Greek Language
12425 S.W. 72nd St., Miami, FL 33183
www.archimedean.org

August 2018 - Present

School Rankings

- ✦ 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*).
- ✦ #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*).
- ✦ #5 Best High School in Florida out of over 590 (*U.S. News & World Report 2022*).
- ✦ #57 Best High School and #11 Best Charter High in U.S. out of over 17,800 (*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 = 68/75

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

- ♦ 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 events from various scientific fields (<https://www.sonic.org>)

Grade 11

- ♦ **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.
- ♦ **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)
- ♦ **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)
- ♦ **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

- ♦ **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)
- ♦ **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 2019 - June 2020

- ✦ 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

- ✦ **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)
- ✦ **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 2018 - March 2019

Grade 10

- ✦ 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.

SUMMER RESEARCH EXPERIENCE

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

FOREIGN LANGUAGE PROFICIENCY

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.

A-2, Advanced Beginner Level

May 24, 2022

- ✦ Elaborate on what this means.

COMPUTER SKILLS

HOBBIES

REFERENCES

- ✦ Available upon request.