

Final College Application Resume Assignment

At this time, all students should create (if they have not done so yet), update, and finalize 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 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 to colleges. 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 (not paragraphs, empty filler words, or full sentences).*

Please revisit the instructions and resources found on A.U.C. website before uploading to your Final College Resume to Archie by navigating to <http://www.archimedean.org/college-guidance/constructing-a-college-list> and reviewing the following information:

1. A list of optional resume categories to help you organize your brag points as well as the details of what specific **information each category should contain**. *Make sure your categories paint a powerful statement of accomplishment and not a vague one that is less memorable.*
2. A list of important “**Dos & Don'ts**” when it comes to creating a resume. *Review your work to make sure you are not making any costly mistakes.*
3. 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.*

To help you out, please find below two sample resumes from A.U.C. graduates, made when they were high school seniors.

They are not perfect, but, hopefully, will give you some guidance, inspiration, and ideas.

Student's Legal Name

Student's permanent street mailing address

Phone: 305.555.5555

E-mail: firstname.lastname@live.com

Education Summary

Archimedean Upper Conservatory, 12425 S.W. 72nd St., Miami, FL, 33183
16th Most Challenging High School in the U.S. (The Washington Post, 2015).
<http://apps.washingtonpost.com/local/highschoolchallenge/schools/2015/list/national/>

Attendance: Fall 2012 - Present

Academic Profile: Weighted GPA = 4.##/6.00, Unweighted GPA = 3.##/4.00, Ranking = #/55

- ❖ **Advanced Placements:** Physics C Mechanics, Physics C Electricity & Magnetism, Macroeconomics, Microeconomics, Statistics, Calculus BC, Calculus AB, Chemistry, Biology, English Language & Composition, English Literature & Composition, United States History, United States Government, European History, and World History.
- ❖ **Dual Enrollment Classes:** MAC1146 - Multivariable Calculus, COP1000 - Introduction to Programming, PSY2012 - Introduction to Psychology.
- ❖ **English-Greek, Partial Dual-Language Immersion Program:** One Greek language and two mathematics courses taken annually, one mathematics course yearly taught in Greek, specifically Proof-Based Euclidean Geometry Honors, Advanced Topics In Mathematics (Analytic Geometry & Trigonometry), and Probability & Statistics w. Applications Honors (Discrete Mathematics).
- ❖ **Humanities Program:** Yearly Philosophy coursework completed, including Ethics, Logic, Political Philosophy, & Feminist/Minority Philosophy.

Summer/Educational Programs:

Summer 2015

- ❖ **Cornell Catalyst Academy**
 - ◆ Participated in Dr. Chris Hernandez research project on how the presence of TLR5 Gene in Mice influences bone density and can thus change the biomechanics of the bone.
 - ◆ Learned introductions to Engineering majors offered at Cornell University
- ❖ **Summer Community Service Project @ La Ventana De Los Cielos Center for Children with Disabilities in Homestead, Florida**
 - ◆ Led a group of teenagers through my 4-H club to give assistance to children with disabilities for a total of nine Saturdays.
 - Accompanied children through individual and group activities that developed and enhanced their motor, cognitive and social skills in a welcoming, warm and inclusive environment (<http://www.laventanadeloscielos.org>).
 - Helped a boy, Giancarlo, learn how to walk and to enhance his social and cognitive skills
 - **For Pictures and documented reports on the project please refer to our website:**
<http://tftf4h.wordpress.com>
- ❖ **Florida Virtual School Online Course: Personal Fitness**
 - ◆ Learned how to stay fit and design a workout plan based on my individual fitness level in order to maintain a healthy lifestyle.
 - Course taken to satisfy graduation requirement and allow for the taking of D.E. Multivariable Calculus senior year.
- ❖ **Florida International University (F.I.U.) Volunteer Internship, Physics and Astronomy Department - Supervised by Dr. Francisco J. Muller, Physics Professor at the Modesto A. Maidique Campus.**
 - ◆ Returned to continue assisting with his Laser Diffraction replication experiment testing the claim that laser diffraction can be used to detect the motion of the Earth.

Summer 2014

- ❖ **University of Miami Autonomous Net-Zero Water Dorm Project - A National Science Foundation-funded project to treat and re-use all dorm waste water in a mostly closed-loop operation at a low-cost.**
 - ◆ Took daily samples of ozone water, treated water, and unfiltered treated water in order to perform daily chemical analyses. Tested ozone-containing water daily by analyzing its total organic carbon, chemical oxygen demand, hydrogen peroxide concentration, and nitrite concentration. Examined treated and unfiltered treated water by completing daily monitor tests: pH, temperature, turbidity, conductivity, fluorescence spectra, chlorine concentration, and E.coli contamination.
<http://www6.miami.edu/netzerowaterdorm/abouttheproject.html>
- ❖ **F.I.U. Dual Enrollment at Florida International University**
 - ◆ **PSY 2012 - Introduction to Psychology:** Studied the psychological principles underlying the basic processes of sensation, perception, cognition, learning, memory, life-span development, social behavior, personality, abnormal behavior, and psychotherapy.

Summer 2013

- ❖ **F.I.U. Volunteer Internship in the Panther Motorsports Project of the Society of Automotive Engineers (S.A.E.) F.I.U. Chapter.**
 - ◆ Assisted as a volunteer in the engineering, design, and manufacturing of various physical automotive parts to create the fastest, lightest, most affordable and reliable, open-wheel, formula-style race car to compete and succeed in the Formula SAE competition in the spring of 2014.
<http://www.sae.fiu.edu/formula>
- ❖ **F.I.U. Volunteer Internship, Physics and Astronomy Department - Supervised by Dr. Francisco J. Muller, Physics Professor at the Modesto A. Maidique Campus.**
 - ◆ Assisted in the Laser Diffraction Experiment, which replicated an experiment performed previously by Brazilian researchers in 2007 and which claimed to be able to detect hereby the cosmic motion of the Earth.

- ◆ Assisted in an electromagnetic experiment, which later received favorable reviews by the IEEE Engineering Journal: Unipolar Induction Revisited: New Experiments and the "Edge Effect" Theory.
<http://ieeexplore.ieee.org/xpls/icp.jsp?arnumber=6600969>
- ◆ Participated as a visitor in the lecture and lab portions of PHY2054 - Introduction to Physics during Summer B at F.I.U.'s Modesto A. Maidique Campus.
<http://www2.fiu.edu/~sargsian/2054B01/2054Syllabus.html>
- ❖ F.I.U. Dual Enrollment at the Modesto A. Maidique Campus
 - ◆ COP 2210 - Introduction to Programming: An introductory course in computer science that uses a structured programming language to study programming and problem solving with the aid of computers. This course included the study of the design, construction, and analysis of programs. Students also had to mandatorily participate in a closed instructional laboratory session.
- ❖ F.I.U. Volunteer in the Miami Pre-College Enrichment and Preparation (P.R.E.P.) Summer Program at the Center for Diversity in the College of Engineering and Computing (<http://www.cec.fiu.edu/cdec/miamiprep/>).
 - ◆ Gained firsthand insight into fields of and topics related to Science, Technology, Engineering and Mathematics (STEM) assisting teachers and middle school-aged students throughout various intensive classes over a six-week period.

Summer 2012

- ❖ F.I.U. Volunteer Internship in the Transport Phenomenal Lab of the Mechanical and Material Engineering Department at F.I.U.'s Engineering Campus.
 - ◆ Assisted in the "A Portable Green Energy Unit: Rain Water Energy Harvesting" project, which was submitted to and presented at various symposia and also received official recognition:
 - Fifth International Symposium on Energy, Puerto Rico Energy Center, February 2013.
<http://prec.pr/wp-content/uploads/2013/03/1446-Tremante2.pdf>
 - Asian-Pacific Clean Energy Summit and Expo, Honolulu, Hawaii, August 2012
<http://www.ct-si.org/events/APCE2012/join/abstract>
 - Project received special recognition, the 2012 ODEBRECHT award for Sustainable Development, ranking 4th place among 173 universities from 43 participating states.
<http://www.odebrechtaward.com/winners-2012.php>
- ❖ Assistant Soccer Coach at the Belen Jesuit Soccer Summer Camp.
 - ◆ Assisted the head coach in conducting practices, motivating students, and instructing student athletes in the desired soccer game strategies and techniques.
- ❖ Florida Virtual School: Critical Thinking and Study Skills Course.
 - ◆ Gained strategies to find important information quickly, transfer it to long-term memory, and perform better on assignments and tests. Learned to become a more efficient learner, find balance, and prioritize goals.

Extracurricular Activities:

- ❖ Founder & President of the 4-H Youth Development & Service Group: Together for the Future (<http://tftf4h.wordpress.com>)
 - ◆ Received the 2015 Outstanding Club Award from the Miami-Dade County 4-H chapter.
 - Organized and participated in various community services events throughout Miami, summing to over 1000 hours.
 - Led and arranged for group activities and events as well such as fairs, team leader trainings, and the giving of aid to those less fortunate in the greater Miami community.
 - ◆ Elected as the Secretary of the Miami-Dade 4-H County Council, the 3rd Highest position in the district-level division.
 - Helped plan and organize community service and recreational events for all Miami Dade County 4-H members
- ❖ Science Olympiad Competitor - Participant over seven years.
 - ◆ 2015-16 Events: Hydrogeology, Astronomy, Fossils (Regional Competition in Boca Raton, FL)
 - ◆ 2014-2015 Events: Wright Stuff, Green Generation (MIT Invitational Tournament in Cambridge, MA, Regional Competition in Boca Raton, State Competition in Orlando, FL, National Competition in Lincoln, NE)
 - More info available at <http://blogs.scientificamerican.com/frontiers-for-young-minds/2015/02/10/not-your-grandmas-science-competition-part-1/>
 - ◆ 2013-2014 Events: Elastic Launched Gliders, Compound Machines, Water Quality (Solon Invitational Tournament in Solon, Ohio, Regional in Boca Raton, State and National Competition in Orlando, FL)
 - ◆ 2012-2013 Events: Thermodynamics, Circuit Lab
 - ◆ Participated in Science Olympiad Division B throughout Middle School
 - Qualified for National Tournament in Madison, WI, in 2011, and Orlando, FL in 2012.
 - Won gold medal in Optics twice at the Regionals and a silver at States. Won silver medal in Shock Value at States.
- ❖ Florida Student Astronaut Challenge, 2012-2013, 2013-2014, 2014-2015 (Regional and State Finals Competitions all three years)
 - ◆ Engineering Challenge
 - ◆ Lab Challenge
 - ◆ Simulator Challenge
- ❖ Mu Alpha Theta Mathematics Honors Society, 2012-2015
 - ◆ Participated in American Math Competition A & B
 - AMC 10A & 10B (2012-2014), AMC 12A & 12B (2014-2015)
 - Ranked 3rd in High School AMC 12B, missing qualification for AIME by only 7 points.
- ❖ Student Government 2012-2013, 2015-2016
 - ◆ Class of 2016 Representative
- ❖ Archimedean Model United Nations Debate Team
 - ◆ FHSMUN 34 (Florida High School Model United Nations), Altamonte Springs, 2013.
 - ◆ FHSMUN Sarasota, 2013
 - ◆ MICSUN (Miami Invitational Conference for the Simulation of the United Nations) at the University of Miami, 2013.
- ❖ Archimedean Upper Conservatory Athletics

- ◆ Varsity Soccer (2014-16)
 - Co-Captain
 - District Champions (2015-16), Regional Finalists (2015-16), District Runners-Up (2014-15)
- ◆ Varsity Track & Field (2014-15)
- ❖ Soccer Travel Team: Pinecrest Premier 98-99 RM (Ranked 1st in Florida on 3/29/2014)
 - ◆ Florida State Premier League (2013, 2014)
 - ◆ Florida East Coast Soccer League (2013)
 - ◆ Disney Memorial Day Soccer Shootout (2012, 2013)
 - <http://home.gotsoccer.com/rankings/team.aspx?TeamID=142737&History=yes&compact=>

Honors and Awards:

- ❖ College Board A.P. Scholar with Distinction (2015) & AP Scholar (2014)
- ❖ Catalyst Award at Cornell Catalyst Academy
- ❖ Outstanding Club Award presented to my club, Together for the Future, by the Miami- Dade County 4-H Chapter.
- ❖ Greek Foreign Language Certification Diplomas levels A1 and A2 (Ellinomatheia)
- ❖ Science Olympiad Division C 2015-2016: (Hydrogeology: 1st Place at Regionals, Astronomy 5th Place at Regionals)
- ❖ Science Olympiad Division C 2014-2015: (Wright Stuff: 9th Place at MIT Invitational, 4th Place at Regionals and States, Qualified for Nationals in Lincoln Nebraska in May 2015)
- ❖ Science Olympiad Division C 2013-2014: (Water Quality: 6th Place at Solon Invitational and 4th Place at Regionals. Compound Machines: 3rd Place at Regionals. Elastic Launch Gliders: 1st Place at Regionals and States. Qualified for Nationals in Orlando, Florida May 2014)
- ❖ State of Florida Student Astronaut Challenge 2014-2015: 4th Place Lab Challenge
- ❖ State of Florida Student Astronaut Challenge 2013-2014, 3rd Place Engineering Challenge, Overall Team Ranking: 5th out of 16 Teams
- ❖ State of Florida Student Astronaut Challenge 2012-2013; Overall Team Ranking: 4th Place as a team of only Freshman
- ❖ FHSMUN 34, Altamonte Springs, Orlando, 2013 Most Improved Delegate Award
- ❖ Pinecrest Premier 98-99 RM 2013-2014 State Cup: Champion; Region 3 Cup (Southern East Coast of United States) 5th Place.
- ❖ Pinecrest Premier 98-99 RM 2012-2013 State Cup Semi-Finalist; Disney Soccer Shootout: 2nd Place

Skills/ Hobbies:

- ❖ Fluent in English and Spanish. Working knowledge of Greek (8 years of study).
- ❖ Strong interpersonal and leadership skills
- ❖ Pianist
- ❖ Ecstatic about sports, especially Soccer, Tennis, and Basketball
- ❖ Enjoy dancing, particularly Salsa, Merengue, Casino, Greek Pentozali, Zorba, and Kalamatiano.

Student Name

Address: 555 N.W. 555 Circle, Miami, FL 55555

Phone number: 305.555.5555

E-mail: First.Last001@gmail.com

Education

High School: Archimedean Upper Conservatory Miami, Florida
Expected Graduation Date: June 2012
Completing an English-Greek Dual Language Immersion Program

Dates of attendance: August 2008- Present
Weighted GPA: 5.0 Unweighted GPA: 3.0

Challenging Academics:

Calculus AB, Calculus BC, Statistics, Biology, Chemistry, Physics C, English Language, English Literature, European History, World History, US History, US Government

Summer Programs / Educational Programs

LEAD Business Program at Stanford University, Summer 2011

- Gained firsthand insight to business world by visiting prominent companies (i.e. Apple, Google, Carol H. Williams, Opino)
- Learned most aspects regarding business management such as start-up processes, finances, advertisement, marketing, philanthropy, business ethics, setting efficient infrastructure
- Taught by world-renowned professors from Stanford University, and by insightful individuals in successful companies.

Caribbean Underwater Discoveries Voyage Advanced (Broadreach), Summer 2011

- Integrated into the rich culture of the Leeward Islands
- Obtained several certifications in SCUBA diving and in Sailing
- Chosen as student ambassador for program

Youth Leadership Conference (YLC) University of Florida, Spring 2011

- Learned the skills and knowledge necessary for successful leadership
- Learned the different types of leaders (i.e. there's the monkey, koala, owl and the lion, I'm a lion)
- Further enhanced my ability to lead a group

Dolphin Studies in Belize (Broadreach), Summer 2010

- Received a scholarship to attend
- A semester of Dolphin/Marine Biology course completed.
- Collaborated with marine scientists and researchers.
- Enhanced aquatic skills (Scuba Diving and Free-Diving)
- Gained knowledge about the Belizean culture and its people.

HACIA Democracy (Costa Rica), Spring 2010

- Represented Archimedean Upper Conservatory
- The debate set-up was like that of mock UN, but only with Western Hemisphere nations.
- HACIA Democracy is a Harvard association cultivating Inter-American Democracy.
- Represented the country Uruguay in the Committee of Political and Juridical Affairs: Criminal Justice Reform in Latin America.

Honors and Awards

- Greek Foreign Language Achievement Diploma Level A.
- First Place in South Florida Regional Science Olympiad for Bridge Building
- Fourth Place in Florida State Science Olympiad for Trajectory
- Third Place in South Florida Regional Science Olympiad for Tower Building
- College Board AP Scholar
- College Board AP Scholar with Honors

Extracurricular Activities

Student Government – President 9th , Vice-President 10th and 11th

- Worked diligently to represent the student body at Archimedean Upper Conservatory
- Shared students' ideas, interests and concerns with teachers and administration
- Assisted in raising funds for school-wide activities, including social events

Educational Excellence School Advisory Council (EESAC)- Student Representative 9th, 10th, 11th, 12th

- Participated in the preparation and the evaluation of the school improvement plan
- Identified priorities, make recommendations, and find solutions that will address the **improvement** of student achievement

Ruta Quetzal January 2010

- Ruta Quetzal is a Spanish contest set by the government of Spain. Four students of the USA are chosen.
- Applied as nominee by AUC in the contest by writing a short story on the life of a Mayan adolescent.

School Clubs

Oceanus Marine Conservation Club – Co-Founder and President (11th, 12th)

- Began our own project, Fun and Interactive Savors of the Sea Habitats(F.I.S.S.H.) which raises awareness and plans activities to ensure survival safety of marine animals and ecosystems.
- Led group of students in beach cleanups (both on land and in the water with kayaks or canoes)
- Assisted researchers and graduates from the University of Miami in collecting data for shark research.

Archimedean Freethought Society- Co-Founder and Vice-President (11th)

- Led group discussions and provided acceptance to individual thinkers of the school in efforts to promote open-mindedness and secular rationale throughout the campus.

Salsa Fusion- Co-Founder and Lead Instructor (11th, 12th)

- Teach students to dance salsa.
- Plan school activities to bring awareness and promote a popular aspect of the Hispanic culture

House of Peace Bible Club, The Parliament Newspaper Club, RHO KAPPA (Social Studies Student Honor Society)- Active member 9th, 10th, 11th, 12th

AUC Basketball Team - 9th, 10th, 11th

- District finalists (10th)

AUC Volleyball Team - 10th, 11th

Science Olympiad – 9th, 10th, 11th

School Event Photographer - 10th, 11th, 12th

Community Service

Shake-A-Leg Miami Aquatic Center and Marine Academy - 70 hours and ongoing

- Shake-A-Leg Miami is one of the largest adaptive water sports facilities in the United States. This program helps children and adults with physical, developmental and economic challenges; liberating them from the realm of imagination into the realm of experience by taking them for sailboat and kayak ventures.
- Assist disabled children sail and manage a sailboat
- Responsible for dock maintenance

Everglades Shark-Valley National Park – 24 hours

- Responsible for photographing Everglade's species and landscape.

New Image Salsa Dance Studio- 50 hours and ongoing

- Instructor of basic classes- beginners 1, and beginners 2.

Belize, Oceanic Society Field Station (Turneffe Atoll): -18 hours

- Assisting Oceanic Society's scientists in collecting field data. Member of a team that actively contributed to the labor of research by performing daily research tasks such as pinpointing dolphin sightings, and collecting data of habitat and habitat use.

Work Experience

Raircon Refrigeration Company- Summer 2008, Summer 2009, Summer 2010

- Answered phones, Helped as Technician Assistant, Managed Customer service, Responsible for Website Enhancement

Skills/Interests

- Fluent in Reading, Writing, Speaking Spanish
- French (two years)
- Studied Greek for six years
- Computer literate (Microsoft Word, PowerPoint, Microsoft Excel, Publisher, Adobe Photoshop, and HTML)
- Good interpersonal and leadership skills
- Guitar player
- Professional Association of Diving Instructors (PADI) top Certification: Rescue Diver
- Salsa, Meringue, and Bachata dancer & instructor
- Active adventurer: Scuba diving, free diving, spear fishing, sailing, mountain biking, rock climbing, hiking, and camping
- Emergency First Response (EFR) Primary and Secondary Care
- International Yacht Training (IYT) Sailing Certification, International Crew Certification