

College Application C.V. Assignment

At this time, finish constructing, formatting, updating, and finalizing your formal C.V. (*extended resume*), **posting it in Archie as a PDF** under the corresponding assignment in your Career Research & Decision Making course. Remember, a C.V. or resume are **formal, organized brag sheets**! They highlight your positive qualities, skills, talents, involvements, initiatives, contributions, and achievements. (*They are not places to point out or discuss weaknesses*).

- **To earn credit, you must match the formatting of your C.V. to that of the sample C.V. attached below, personalizing yours of course with all the details you took notes on in class!**
- **Do NOT limit the length of your C.V.** (*unlike what you might do when editing your C.V. down into a targeted resume for a specific job*)
- **Do NOT exclude data that highlights your abilities, involvements, contributions, skills learned, responsibilities, and achievements** Be proud of your accomplishments and efforts, and list them all, just **do not repeat the same information in multiple places.**
- **Be sure to include "unofficial" extracurricular activities too that you engage in or have in the past engaged in regularly as we discussed** (*Ex: hobbies and pastimes you participate(d) in frequently for intellectual enrichment/relaxation/interest exploration/talent perfecting and/or specific weekly/monthly/seasonal mandatory home chores, unpaid babysitting or family caregiver duties, unofficial volunteer work in the family business etc...*)

How you present the information, how organized and easy to read/understand it all 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, scholarship/internship/job selection committees, and future employers.

- ❖ Remember, Curriculum Vitae and resumes are **not** essays and should be quickly readable, logical, organized into concrete categories with headings, subheadings, and powerful explanatory bullets (*not paragraphs, empty filler words, or full sentences*).

Below, please find...

- 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. *Drop I's at the start of each bullet describing your involvement/responsibilities/contributions/achievements, starting each bullet with a descriptive verb instead. Avoid though 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.*
- The **sample C.V. (extended resume) to guide your C.V. creation.** *Note that the A.U.C. address and website, A.U.C. rank information, and A.U.C. curricular focus information on page 1 is accurate and updated.*

C.V. & 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.

C.V. & 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 | Develop | Inventory | Negotiate | Reduce |
| Balance | | 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 | Cooperate | Encourage | Motivate | Support |
| Coach | | 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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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

- ◆ #1 Best Public High School in Miami-Dade County; #4 Best in Florida; #51 Best in the Nation. (*U.S. News & World Report 2024*)
- ◆ #3 Best STEM Public High Schools in Florida (*U.S. News & World Report 2024*)
- ◆ #131 Best STEM Public High Schools in the U.S. (*Niche 2024*)
- ◆ #1 Most Challenging Coed High School in Miami-Dade, among private, public, magnet, dual enrollment, and charter schools (*Jay Matthews Challenge Index 2023*).
- ◆ #60 Most Challenging Public & Private High Schools in the U.S. (*Jay Matthews Challenge Index 2023*)
- ◆ #1 Best Charter High in Miami-Dade & #11 Best in the U.S. (*Niche 2024 & U.S. News & World Report 2024*)
- ◆ #1 Standout High School in Florida and #15 Standout High School in the nation (*Niche 2022*).
- ◆ National Blue Ribbon School of Excellence for exemplary academic performance and consistent quality of education provided (*U.S. Department of Education 2018*)
- ◆ Consistently Among the Top 5 Public High Schools in Florida from 2013 to 2024 (*Florida State School Accountability Reports*)
- ◆ #1 charter high school 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 comprised of annual foreign language courses in Greek and one of two annual courses in mathematics throughout 9-11th grades taught in Greek (*including proof-based Euclidean geometry, trigonometry, set theory, and discrete mathematics, in addition to English-based coursework in algebra, precalculus, calculus, and statistics*).
- ◆ 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 county 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.
- ♦ Research results currently under consideration for formal publication in X scientific journal.

Responsibilities & Skills Acquired

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

VOLUNTEER WORK EXPERIENCE OR COMMUNITY SERVICE

- ♦ Just as with the extracurricular activities above, list the name of each organization as sub-headers on the left with its city and state in parenthesis.
- ♦ Include your title/position, the URL of the organization, and dates/time span of engagement on the right.
- ♦ Include the total number of volunteer hours and total weeks/months of service completed.
- ♦ Highlight in bullets what your responsibilities were, any skills you built, what contributions you made, and any recognitions you earned.

PAID WORK EXPERIENCE *(optional)*

- ♦ Just as with the extracurricular activities above, list the name of each organization as sub-headers on the left with its city and state in parenthesis.
- ♦ Include your title/position, the URL of the organization, and dates/time span of engagement on the right.
- ♦ Include the total number of volunteer hours and total weeks/months of service completed.
- ♦ Highlight in bullets what your responsibilities were, any skills you built, what contributions you made, and any recognitions you earned.

SUMMER ACTIVITIES & INVOLVEMENTS *(optional)*

- ♦ Includes the same information as the categories above.

FOREIGN LANGUAGE PROFICIENCY *(optional)*

Official Certificate of Greek Attainment (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 Languages

- ♦ Versatile programming in Java and Python

Graphic Designing Software

- ♦ Working understanding of Adobe Photoshop

HOBBIES *(optional)*

- ♦ X, Y, Z

REFERENCES

- ♦ Available upon request.