**SAMPLE**

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| **Jane Smith**  1234 My Street, Any City, CA, 92000, (760) 123-4567, jane.smith@hotmail.com |

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| **OBJECTIVE** |
| *I aim to compile all my information necessary to complete my college applications.* |
| **EDUCATION** |
| **San Dieguito Academy High School** September 2009 - Present   * Encinitas, California * GPA: Weighted 4.05   Unweighted 3.90   * Test Scores: SAT 1380 |
| **EXTRACURRICULAR ACTIVITIES** |
| **Volunteer**, Academy Animal Hospital August 2011 - Present   * Cared for boarders * Cleaned and restocked * Assisted with small procedures * Observed operations and appointments * Six hours a week, forty weeks a year   **Writers’ Block Club**, San Dieguito Academy September 2010 - Present   * Member for sophomore year * President for junior and senior year * Ran weekly meetings * Organized and oversaw club events * Compiled and sold literary magazine *Thread* |
| **WORK or COMMUNITY EXPERIENCE** |
| **Babysitting**  2007 - Present   * Four hours a week, twenty weeks a year * Younger and older children * Sole responsibility |

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| **AWARDS AND HONORS** |
| **National Merit Commended Student** September 2012   * Among top 5% of students in 2011 PSAT/NMSQT   **Academic Awards**  May 2011, 2012   * High school awards for excellence * Teacher nominated * Spanish IV award – May 2011 * AP Environmental Science – May 2012 * AP United States History – May 2012   **AP Scholar with Honor Award** May 2012   * Awarded by College Board * Based on AP test performance |

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| **SKILLS**   * JAVA and C++ Programming * Conversational German Language * Website maintenance |

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| **TEMPLATE**  **(First and Last Name)**  [TYPE ADDRESS EX. 1234 My Street, Any City, CA, 92000, PHONE # ex (760) 123-4567, APPROPRIATE EMAIL ex. jane.smith@hotmail.com] |

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| **OBJECTIVE** |
| *I aim to compile all my information necessary to complete my college applications.* |
| **EDUCATION** |
| **High School** (type dates here ex. August - Present   * (type city), California * GPA: Weighted (type GPA)   Unweighted   * Test Scores (type scores) |
| **EXTRACURRICULAR ACTIVITIES** |
| **Volunteer**, (type name of program/site) (type dates ex. August - Present   * (type role/duration/description/duties)   type name of **Club**, San Dieguito Academy (type dates here ex. Sept. 2015 - June 2017)   * (type role/duration/description/duties) |
| **WORK OR COMMUNITY EXPERIENCE** |
| **(type job title/role)**  (type dates here ex. - Present   * (type duration/description/duties) |

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| **AWARDS AND HONORS** |
| **type name of award or honor here** (type dates here ex. September   * (type name/description here)   **Awards (Academic, Athletic, Other)** May   * (type name/description here) |

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| **SKILLS**   * (type specifics/description here) |