**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*
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| **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)
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