

Academic Resumes



What is an academic resume?

- An academic resume highlights your academic background, achievements, and activities to help you apply for admissions and scholarships.
- This allows those who are deciding admissions and awarding scholarships to get a holistic view of you as a high school student, including all four years of your experience.

Academic Resume vs. College Portfolio

- An academic resume is more concise and highlights your academic background, achievements, and activities.
- A college portfolio includes these things but also can include project work samples, assignments, awards, etc. It is typically more detailed and interactive.

What do I include in an academic resume?

- **Contact information**

Your full name, phone number, and e-mail address should be included at the top of your resume so the admissions office or scholarship committee knows the best way to contact you

- **Education**

This section should include your academic accreditation and experience, including your expected graduation month/year if you're still in school

It is not necessary in the section to include your education before high school.

- **Academic Achievements**

This is a common requirement for admissions and scholarships and should include your GPA, AP/Honors courses, dual enrollment courses, and standardized test scores (ACT, SAT)

What do I include in a academic resume?

- **Awards**

Awards can show that you're talented and have potential, especially if you don't have much work experience. Academic or athletic awards also show leadership and teamwork skills.

Again, only include awards from high school (while your second-grade art award *is* impressive, it's not exactly needed here!)

- **Extracurricular activities/athletics**

This is the section where you should include your athletics, outside interests, community service (if not extensive), and other things that help show off your character and personality (this is where you should include Upward Bound!)

Optional things to include

- **Volunteer Work**

If you have done extensive volunteer work throughout your high school years, it would be best to have this in a separate section as opposed to including it in your extracurriculars section

- **Work experience**

While not necessary, if you have work experience, add a section to highlight this as well!

- **Skills**

In what ways do you stand out? Do you excel at communication? Time management? Leadership? Creativity? Here's the place to include these traits.

Optional things to include

- Letters of recommendation

Some colleges or scholarships require letters of recommendations from school officials or other educational leaders in your life (your Upward Bound rep counts!). It would benefit you to have a few people in your life who are familiar with your academic journey who could write a letter of your behalf if needed.

Academic Resume Templates

RICHARD SANCHEZ

WEB DEVELOPER



PROFILE

I am a qualified and professional web developer with five years of experience in database administration and website design. Strong creative and analytical skills. Team player with an eye for detail.

EXPERIENCE

APPLICATIONS DEVELOPER

Really Great Company
2016 - Present

- Database administration and website design
- Built the logic for a streamlined ad-serving platform that scaled
- Educational institutions and online classroom management

WEB CONTENT MANAGER

Really Great Company
2014 - 2016

- Database administration and website design
- Built the logic for a streamlined ad-serving platform that scaled
- Educational institutions and online classroom management

ANALYSIS CONTENT

Really Great Company
2010 - 2014

- Database administration and website design
- Built the logic for a streamlined ad-serving platform that scaled
- Educational institutions and online classroom management

EDUCATION

SECONDARY SCHOOL

Really Great High School
2010 - 2014

BACHELOR OF TECHNOLOGY

Really Great University
2014 - 2016

MASTER OF TECHNOLOGY

Really Great University
2014 - 2016

SKILLS

- Web Design
- Design Thinking
- Wireframe Creation
- Front End Coding
- Problem-Solving
- Computer Literacy
- Project Management Tools
- Strong Communication

123-456-7890
hello@reallygreatsite.com
123 Anywhere St., Any City, ST 12345
www.reallygreatsite.com

Aliza Block

COGNITIVE SCIENTIST

OBJECTIVE

Fresh graduate with a BA in Cognitive Science from UCLA (GPA 3.95). Awarded Dean's List three times. Member of UCLA Golden Key and Phi Theta Kappa. Seeks funds to pursue a Master's Degree in Linguistics at UCLA

LEADERSHIP

- **Co-organizer**—science-fiction student discussion club.
- **Team Leader**—English Club Grade 9-12.

WORK EXPERIENCE

FYI.com
Website Intern | June 2015-September 2015

- Supported the optimization and revamping of online content across the site.
- Cooperated with SEO teams to identify relevant keywords and article restructuring.
- Conducted A/B testing; formulated hypotheses, set up tests, and analyzed results.

EDUCATION

UCLA

Bachelor, Cognitive Science | 2017
GPA 3.95

Thesis title: Scientific Hypotheses as the Most Accurate Forms of Precognition

Favorite areas of study:

- Anthropology
- Linguistics
- Statistics
- Communication

Extracurricular activities: Freelance contributor to 5 independent online music magazines.

Myers Park High, Charlotte, NC

High School Diploma | 2014
GPA 3.95

Combined SAT score: 1550 (Math: 750, Evidence-Based Reading and Writing: 800)

Activities: Member, Athletics team Grade 9-12

LANGUAGES

- Spanish (Bilingual)
- French (Advanced)
- Polish (Conversational)

PERSONAL INFORMATION

- **Landline:** 123-456-7890
- **Mobile:** 123-456-7890
- **Email:** mail@domain.ltd
- **Website:** domain.ltd
- **Address:** 123 Anywhere Street, Any City

Creating your own academic resume

- Open Microsoft Word on your computer and search "resume" in the search bar under templates
- Choose a resume template you like
 - Some of them are very colorful and can be distracting.
 - Try to choose one of the more subdued ones.
- Start customizing yours to include all your achievements