ACADEMIC RESUME FORMAT

Follow this format closely. Use the sample on the next pages as your guide.

Submit the final draft of your resume to Prof. Arana at least a week before the application due date for feedback and suggestions.

Full Name

Street Address, City, State, Zip Code, Telephone Number, E-mail Address

Education

List all schools attended starting with the current school and the years of attendance.

Honors and Awards

List all honors & awards received while attending the institution. These awards & honors can be school and community based. Academic internships programs should be included.

Extracurricular Activities/School Activities

List **all** of the school activities participated in while attending the Montgomery College. Also list the years of participation and offices held. For students attending both MC and high school, significant activities from the last year of high school may be included, but focus should be on activities while at Montgomery College.

Community Activities

List **all** of the community activities participated in while attending the institution. Also list the years of participation and offices held.

Work Experiences

List work experience, specialty camp programs, language immersion experiences, etc. After each listed activity, list dates of participation & your role and responsibility in this activity.

Skills

List any skills that make you stand out and that can be used in an academic and/or professional setting.

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Susana SAMPLE Reasoner

12357 Observation Dr. ● Rockville, MD 20854 ● 240-555-5541 ssamplr1@montgomerycollege.edu

Education

A.A. General Studies, Montgomery College 3.6 Cumulative GPA

Graduation Anticipated June 2019

High School Diploma, Blair High School, Silver Spring, MD

June 2017

Honors and Achievements

Member, *Renaissance Scholars Honors Program*, Montgomery College A selective honors community with an interdisciplinary focus built around linked pairs of honors courses.

Fall 2018-Present

Member, Phi Theta Kappa

Spring 2018

Dean's List Spring 2018 – present

Honors Program Intern, Potomac Review

Fall 2018

Assisting with issue production, writing for the *Potomac Review's* blog, tracking submissions, contacting contributors for information, and other administrative tasks.

Activities and Offices

Secretary, Phi Theta Kappa, Beta Kappa Omega Chapter

Fall 2018

Organizing events, leading meetings and working with volunteer organizations.

Volunteer, Manna Food Bank, Smart Sacks Program

Fall 2017- present

Contributed to on-campus effort to feed needy children by packing bags of food.

Volunteer, Montgomery College, Germantown, *Earth Day Festival* Presenting information about local farms and seasonal produce, with a pamphlet of seasonal recipes I prepared.

Spring 2017

Treasurer, MC Green Club

Fall 2017

Planned a trip to the annual Green Festival in DC and prepared and presented and lecture and demonstration about local farmers markets and seasonal foods.

Professional Experience

Receptionist, Blue Ridge Opportunity Commission Washington, DC

December 2017- Present

Performing receptionist duties and administrative tasks, auditing employee expense reports and assisting finance department with correspondence and filing.

Temporary Receptionist, National Endowment for the Humanities July 2016- November 2017 Washington, DC

Attended reception desk and maintained conference room schedules. Assisted guests who spoke French, Igbo or Spanish.

Peer Math tutor for high school students

August 2016 - May 2017

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Skills and competencies

Fluent in Igbo and French Speak and read basic Spanish Use of Excel and Word and Dream Weaver