**MOON PREP - RESUME WORKSHEET**

**The text in blue contain instructions and examples for you to follow.**

First name Last name

Phone

Email

<use a professional email containing your name, such as susan\_smith@gmail.com>

City, State (no need for full address, city and state are ok, ex: Atlanta, GA)

LinkedIn URL (if applicable)

**EDUCATION**

High School name

City, State

Expected Graduation Year

GPA

<include the GPA scale, such as 3.7/4.0. Also list if it is weighted/unweighted. Weighted is preferred.>

Example:

**EDUCATION**

Pace Academy H.S.

Bear, DE

High School Diploma, expected 2019

4.5/4.0 GPA (weighted)

**EXTRACURRICULAR ACTIVITIES**

* List your extracurricular activities. 9-12th grade. Please use the format detailed in the examples below.
* Include the years you participated and the time commitment (number of hours per week.)
* List in the order of significance. Most significant first.

Example:

Student Council/Politics: National Honor Society Elected (9, 10, 11,12) [3 hours/week, 32 weeks/year]

* + Pace Academy H.S.
	+ Held officer post - NHS Member (11, 12) and Treasurer (9, 10)
	+ Attended regular meetings (both general membership meetings and officer meetings), maintained records of money collected for service projects, and helped make decisions with the other officers.

Vice President, ABC Foundation (9, 10, 11, 12) [2 hours/week, 20 weeks/year]

* Club founder. Since 2013, ABC has provided education and healthcare to children in rural and underserved area.
* Raised over $8,000 for the impoverished population in the remote villages in Hyderabad, India. Distributed food, medicine, and checked vitals daily for the sick population.

Job-shadowing, Pediatrician at Mount Sinai Hospital (9, 10, 11, 12) [4 hours/week, 8 weeks/year]

* New York, NY.
* Daily visits to the hospital, checked patient vitals, observed child vaccinations, medical consultation observation, blood pressure test, fever test, checked patient weight/height, and read/interpreted lab results.

**HONORS AND AWARDS**

List any awards, honors, or achievements you received from 9-12th grade. Follow format below.

Example:

**HONORS AND AWARDS**

* High School Honor Roll ( 9,10,11,12)
* National Junior Honor Society (NJHS), member (9,10)
* National Honor Society (NHS), member (11,12)

**TESTING**

This section is optional. Only list courses and test scores that you want to highlight.

AP or HONORS COURSES

list courses your scored 4+ (AP), A (Honors)

course 1: Score

course 2: Score

course 3: Score

SAT SUBJECT TESTS

list tests your scored highest (scored over the 50th percentile)

Test 1: Score

Test 2: Score

ACT or SAT or PSAT

breakdown your score - list each section

English: Score

Math: Score

Reading: Score

Science: Score

Composite: Score

**HOBBIES AND INTERESTS**

List your hobbies.

Example:

**HOBBIES AND INTERESTS**

* Playing the violin, piano, and harp
* Choreography and movie-making

**LANGUAGES**

List languages you speak, read, or write

Example:

**LANGUAGES**

* English - Native
* Spanish - Fluent
* French - Intermediate
* German - Basic

**SKILLS**

List 3-5 skills for each category

PROFESSIONAL

* Skill name
* Skill name

TECHNICAL

* Skill name
* Skill name

PERSONAL

* Skill name
* Skill name

Example:

**SKILLS**

PROFESSIONAL

* Project Management
* Time Management
* Public Speaking
* Presentation Skills
* Marketing & Business

TECHNICAL

* MS Office (Word, Excel, PowerPoint)
* Social Media
* G Suite by Google

PERSONAL

* Good Communicator
* Fast learner
* Attentive To Details
* Able to Work Under Pressure
* Creative

**SUMMARY**

3 - 5 sentences.

Summarize your key leadership activities at your H.S. Could also include internships, job shadowing, etc. Things you want to highlight. Use the info from the extracurricular sections of your resume to select the top activities/experiences you want to highlight.

Example:

Aspiring pediatrician, already in pursuit of hands-on medical opportunities. Over 80 hours of physician job-shadowing at clinic 'X', volunteer work at 'Y' Hospital, and active member of 'healthcare organization name'.