

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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