

# 4 Résumé of Outstanding Achievement

## I. What is a Résumé of Outstanding Achievement?

Each year thousands of students fill out admission applications in an attempt to gain entrance into the college of their choice. Many attempt to enter prestigious colleges with the understanding that, even though their high school record is impeccable, there are thousands of other students as good, or better, competing for the same privilege. A Résumé of Outstanding Achievement highlights the student's background and abilities.

## II. Why should I do a Résumé of Outstanding Achievement?

Admission Officers review thousands of applications. Being accepted to a particular school may be important to you, but to Admission Officers it is a tedious, at best, yearly task. Therefore, you should put yourself in their shoes and help them make their job easier. A two (2) page Résumé of Outstanding Achievement accomplishes this goal with style. It allows for a quick review of your background to showcase your abilities and talents. Best of all, it saves the admission review committee time. Showing consideration for their time may give you the edge you need to gain acceptance.

## III. What should a good Résumé of Outstanding Achievement contain?

Similar to a job résumé, the Résumé of Outstanding Achievement should quickly explain the student:

- ✓ Is a well-rounded individual
- ✓ Has leadership capabilities
- ✓ Is organized
- ✓ Is confident and mature
- ✓ Has the capability of assuming additional responsibilities
- ✓ Has a game plan and is motivated to achieve a goal
- ✓ Has the qualities the school is looking for
- ✓ DESERVES ACCEPTANCE!

Follow the guideline on the next two (2) pages to develop your own personal Résumé of Outstanding Achievement.

**NOTICE: Be sure to include your résumé with each application that you submit!**

## James A. Smith

Address: 4560 Main Street  
Anytown, OH 40600

Phone: (614) 791-0000

### **Educational/Career Goals:**

My educational goal is to obtain a Bachelor's Degree in Communications from the University of USA. My career goal is to become a writer.

### **Academic History:**

School: Anytown High School, Anytown, OH – Graduate 2006

Class Rank: 15<sup>th</sup> of 389 students

GPA: 3.45

Curriculum: College Preparation  
Advanced Placement – English  
Advanced Placement – History  
Three Honors Classes

Achievements/Honors: National Honor Roll  
Kiwanis Top 10 Honoree  
National Merit Semifinalist  
Outstanding Senior Award  
Who's Who of American Students  
Gemini Technology Award

Scores:	ACT	Composite	26
		Percentile	89
	SAT	Math	600
		Verbal	600
		Writing	600

### **Personal Interests:**

Reading / Writing / Music / Travel

**Extracurricular Activities:**

Editor-in-Chief Anytown High School Newspaper  
Anytown All-City Choir  
Drama Club  
International Thespian Society  
Key Club  
Spanish Club  
Student Council  
Football – 3 years  
Track – 2 years

**Community Service:**

Habitat for Humanity Volunteer – Anytown, OH  
Faith Mission Soup Kitchen Volunteer – Anytown, OH  
Inner City Camp Counselor – Union Wesleyan Church, Anytown, OH  
Bible School Counselor – Union Wesleyan Church, Anytown, OH  
Red Cross – Blood Donor  
/ CAN Building Program Volunteer – New Iberia, Louisiana

**Employment:**

Self-Employed Author: *The Creativesmith, Inc.*  
The Soup Kitchen, Adam Publishing Company, Inc. 2004  
  
Anytown McDonald's, Anytown, Ohio – 3 years

**References:**

Martin Holland, English Teacher & School Newspaper Advisor  
9335 Hoover Road, Anytown High School, Anytown, Ohio  
  
Jim Lester, Owner & President of Anytown McDonald's  
16 Main Street, Anytown, Ohio  
  
Reverend Jerry Lyman, Union Wesleyan Church  
397 Darby Stream Road, Anytown, Ohio