**FIRST & LAST NAME** (in bold font)

Street name and address

Victoria, BC  
Postal Code

Cell Phone #

e-mail address

**Education:**

2016–2020 Royal Bay Secondary School

2013–2016 Dunsmuir Middle School

2007–2013 Sangster Elementary School (not always necessary to include)

**Academic Achievements:**

**Grade 12**

**Semester One: Semester Two:**

Guitar 12 93% Chemistry 12 (%’s to be Calculus 12 88% Leadership 12 filled in after

History 12 90% Physics 12 Term 3

Senior Acting 12 97% AP English 12\* Report Card)

**Grade 11**

**Semester One: Semester Two:**

Concert Band 11 93% Pre-Calculus Math 11 89%

Biology 12 88% Pre-AP English 11 95%

Chemistry 11 78% Physics 11 90%

Leadership 11 94% Geography 11 92%

\*AP = Advanced Placement

**Awards and Honours: (list them on chronological order from most to least recent)**

**2019**

**2018**

**2017-2018**

***Or* format them in this way…**

(Choose one format. Be *consistent*.)

* **Student Citizenship Certificate –** Awarded to the student who best exemplifies . . .

(Grade 12)

* Honourable Mention – **BC Secondary Schools Mathematics Competition**

(Grade 11)

* Participant in the **Gauss Math Contest** (Grades 8-12)

**Achievements in the Visual and Performing Arts:** (if you have any)

* List in whichever format you chose from above

i.e.:

**2019** Winner of the West Shore Visual Art competition – 2D

**2016-Present** Member – Royal Bay Dance Academy

**2016-2018** Performer – Royal Bay Musical (state role and title)

**Athletic Achievements:** (if you have any)

* List in whichever format you chose from above

i.e.:

**2016-Present** Member – Royal Bay Volleyball Team

**2013-2018** Member – Dunsmuir & Royal Bay Soccer Academies

**2011-Present** Goalie – Juan de Fuca Soccer Association

**School/Community Involvement:**

* List all clubs, teams, events, etc. in which you participate/have participated, **plus** the time frame or start/finish dates
* List all organizations, events, or activities in which you have been involved
* List together or under separate sub-headings (depending on the number of listings)
* Include dates/time frames

i.e.:

**2017-2018** Member – Royal Bay CanWes Society

**2018-Present** Co-President – Royal Bay Grad Committee

**2017** Volunteer – Juan de Fuca Priory

**Seminars/Workshops/Conferences:** (if you have attended any)

* List anything appropriate i.e.: *FoodSafe, Holocaust Symposiums, ICBC Road Sense, Junior Achievement Economics for Success*, and any tourism, technology, entrepreneur, community group seminars or conferences, etc.
* Record dates of participation (i.e.: month/year, Grade 10, Spring 2019, etc.)
* Include a brief explanation of your position or involvement (if necessary)

i.e.:

**Spring 2017** Certified Food Safe Level One

**November 2017** Successfully completed the Red Cross seminar on Water Safety

(Level III)

**Interests:** (i.e. athletics, arts, hobbies, past times)

* Reading
* Music
* Playing and designing computer games
* Working with children
* Soccer
* Dance (Hip Hop)
* Water skiing
* Volunteering
* Equestrian

**Skills/Personal Attributes:**

Record as a list (2 columns = to save space on the page)

Focus on strengths and positive qualities that enhance who you are and give insight to your character.

* Organized
* Dependable
* Strong verbal and written skills
* Able to work effectively as a team member or individually
* Attentive to detail

(**Note:** Use results from the **online personality test** to add to your list of attributes)

**Work Experience:**

* List paid jobs and any duties that you think would enhance your resume and the dates you were/are employed
* List volunteer job experience as well, **if not previously mentioned**

**Future Plans:**

* In a small paragraph of 3 to 4 well-constructed sentences, state what your **intended** goals are in relation to your post-secondary education and/or general career areas. (i.e.: What post-secondary institution(s) do you plan to attend? What faculty/program will you enter? What degree(s) to you hope to attain, etc.)
* If you do not plan to attend university immediately, discuss any work plans as they relate to

your overall educational goals.

* Do you intend to apply for any exchange programs? Take a Gap Year? Are you making travel plans? Discuss how such opportunities will enhance your learning process. When do you intend to start college/university/technical school?

**References:**

* List at least three names (two being Grade 11 or 12 academic subject teachers *and* one other adult who knows you well and can attest to your academic/athletic/performing abilities/work ethic and/or school/community service)
* Ask permission from each person prior to using them as a reference
* Follow the layout format below

Mr. P. Teacher **Name** (use Mr./Mrs./Ms)

English Teacher – Royal Bay Secondary School **Title/Place of Employment**

3500 Ryder Hesjedal Way **Address**

Victoria, BC **City/Province**

V9C 0J6 **Postal Code**

474-2377 (ext. 2125) **Cell** **Phone Number**

[pteacher@sd62.bc.ca](mailto:pteacher@sd62.bc.ca) **E-mail contact**