**Candidate Name** (First Name, Middle Initial, Last Name) **Candidate ID Number**

**Candidate Address** (Street/Road, City, State, Zipcode) **State Congressional District** (example: CT01, GA08, IN04)

**Phone Number** (home/cell) **Email address**

**Educational Preparation** (list chronologically, schools, colleges attended from 9th grade to present)

Spring 2012 XYZ Community College – (City, State) (program of study, if applicable)

2010 – Present (9th, 10th, 11th, 12th) XYZ High School – (City, State)

2008-2010 (6th, 7th, 8th) XYZ Middle School – (City, State)

**Academic Achievements** (list chronologically; some examples are included, see notes on page 2)

2012 (12th) National Merit Scholar

2012 (12th) XYZ Award for Mathematical Excellence

2011 – Present (11th ,12th) National Honor Society Member

2011- Present (11th, 12th) Ranked #3 in class of 485

2011- Present (11th, 12th) XYZ Award for Scholarship

2008 –Present (9th, 10th, 11th, 12th) Academic Honor Role – 7 semesters

**Athletic Achievements** (list chronologically; some examples are included; see notes on page 2)

2011 (11th) Conference 1st Team in Basketball

2010 – Present (10th, 11th, 12th) School record holder in 50, 100 and 200 meters

2008 – Present (9th, 10th, 11th, 12th) Tri-Sport Varsity Athlete; Soccer(3), Basketball(2), Track(4) and Team Captain

**Leadership Achievements** (list chronologically; some examples are included; see notes on page 2)

2012 (12th) Eagle Scout (Gold Star) Recipient (Troop XYZ)

2012 (12th) Editor of School Newspaper

2011 – Present (11th, 12th) Captain, Soccer Team

2010 (10th) Student Body Vice President

2011 (11th) Boys (Girls) State Delegate

**Club / Extra-Curricular, Community Achievements & Awards** (list chronologically, see notes on page 2)

2011-Present (11th, 12th) Model UN Team Member

2011 (11th) Habitat For Humanity Youth Coordinator (performed in Bridgeport)

2011 (Summer Break) (11th) French Club Member; Traveled to Paris for Cultural Immersion

2011 (11th) Lead Role in a Dramatic Performance (Fiddler on the Roof School Musical)

2009 (9th) Debate Team Member; placed 2nd in regionals

2008 – Present (9th, 10th, 11th, 12th) Marching Band, Pit Orchestra Member (1st chair clarinet)

**Special Certifications & Unique Qualifications** (list chronologically; see notes on page 2)

2011 (11th) American Red Cross Water Rescue & CPR Certified

2006 – Present (6th, 7th, 8th, 9th, 10th, 11th, 12th) Fluent (write, speak, understand) in Spanish and Portuguese

**Other Interests & Special Activities** (list chronologically; see notes on page 2)

2005 – Present (5th, 6th, 7th, 8th, 9th, 10th, 11th, 12th) Acolyte & Communion Assistant; XYZ Church

**Resume Preparation Notes**

**General Note:** Insure you list each accomplishment in **chronological order** (by year), most recent first

**Academic Achievements:**

List all honors & achievements, award banquets, to include ROTC Scholarships and other College Scholarships received. It is NOT viewed unfavorably to reflect recognition from other top tier schools. Do not be humble in listing your achievements.

**Athletic Achievements:**

If you have extensive athletic accomplishments (worthy of Div 1A recruited athlete consideration), you might include a separate attachment, reflecting your “personal best” times in competition, or your statistics in your respective sport (Go to [www.goarmysports.com](http://www.goarmysports.com) & fill out the application for your respective sport) . Regardless, list each sport, separately & clearly indicate which sports you have achieved varsity letters and/or team captain positions. If you are a member of a club that may not be traditionally considered as a regular sport (i.e., boxing, equestrian), insure you provide the same detail. You will be given credit. List each honor for conference, regional, national separately.

**Leadership Achievements:**

This is a very broad area, as a candidate can hold leadership positions in virtually every endeavor (church, scouting, drama, band, chorus, science club, language club, debate team, Model UN team, Junior Achievement, Future Farmers of America, Civil Air Patrol, Student Government, Girls/Boys State, drama club, school newspaper/yearbook, junior ROTC, etc. etc.) For each leadership position, list separately and provide the specific title (President, Vice President, Secretary, Treasurer, Team Captain, Editor, Little League Coach, Sunday School Teacher, etc.) and the leadership progression ( Example: scout member to senior patrol leader to eagle scout; 3 distinct activities). If you are a “member” of an activity/organization/club but do NOT hold a leadership position, you can still receive credit, but you should list your non-leadership participation in the “Club/Extra-Curricular, Community Achievements & Awards Section”.

**Club / Extra-Curricular, Community Achievements & Awards:**

This section provides the opportunity to list membership in all of your various clubs, teams, volunteer and work activities, in which you participated (but have not previously highlighted, through leadership accomplishments). This could include a “summer abroad”, “work study program” or “summer community work” with a homeless shelter, hospital, soup kitchen or other civic, church and community activities. Do not be humble in listing your accomplishments, even if the activity seems somewhat nontraditional for a military academy (Chess Club, Cheerleader, Baking Award, Musical/Band Awards, 4-H, FFA awards, etc. etc.)

**Special Certifications & Unique Qualifications:**

This category encompasses the “all other” significant accomplishments in your life. It could include, but is not limited to EMT Certification, Fire Fighter Certification, Red Cross Certified Water Safety Instructor/Lifeguard, Sports Officiating Certifications, Ham Radio/Broadcasting Awards, Literary Awards, Linguistic Skills, etc. etc.

**Other Interests & Special Activities:**

This category encompasses the “all other” activities and special interests, to demonstrate passion, mastery of a skill, or interest, but may not reflect specific accomplishments. This could include a wide range of activities, to include examples such as cycling, historical restoration, gardening, painting, web design, photography, etc. etc. This could also include summer jobs or special projects, not listed above.