

Resume Resources

Achievement First Brooklyn High School

|  |  |  |  |  |  |  |  |
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|  | **Element** | **Criteria for Success** | **1** | **2** | **3** | **4** | **Weight** |
| Formatting & Convention | **44. Professional email address** | Email is sent from a professional email address (example: johangeles2020@afscholars.org). |  |  |  |  | **X1** |
| **45. Professional subject line** | The email includes a succinct subject line comprised of 7 words or fewer that clearly informs the recipient of the topic or nature of the message (example: “Clarification regarding my history grade”). |  |  |  |  | **X1** |
| **46. Professional salutation** | The email begins with a properly formatted professional salutation (“Dear Mr. Adler,”). There is a paragraph line skipped between the salutation and the first body paragraph. (“Hey Mr. H” is not a professional salutation.) |  |  |  |  | **X1** |
| **47. Professional sign-off & email signature** | The email includes a professional sign-off followed by a comma, a paragraph line skip, and then an email signature. (“My best,” “Thank you,” “Sincerely,” and “Regards,” are all good examples of professional sign-offs. |  |  |  |  | **X1** |
| Punctuation & Grammar | **48. Punctuation** | The email is carefully polished with strong, accurate, standard American English punctuation throughout. There is a comma after the recipient’s name in the salutation. |  |  |  |  | **X1** |
| **49. Capitalization & spelling** | The email utilizes appropriate capitalization throughout, just as a formal expository essay would. Accurate spelling is employed throughout the email. |  |  |  |  | **X1** |
| **50. Sentence fluency** | The email is comprised of clear, succinct sentences that read idiomatically and conform to the conventions of standard American English. |  |  |  |  | **X1** |
| Tone & Impact | **51. Choice of diction** | The email employs strong, appropriate word choice that contributes to positive, constructive, respectful, and clear tone. |  |  |  |  | **X3** |
| **52. Clarity at paragraph level** | The email is organized, comprised of neatly structured paragraphs and/or employing bullet points or tables as necessary to ensure clarity and simplicity. |  |  |  |  | **X3** |
| **53. Purpose conveyed through tone** | The purpose of the email and any required response or next steps are clearly named. (Any deadlines are included so that the recipient can clearly judge the urgency of responding.) The tone of the email is such that the request or communication builds the sender’s bank account with the recipient |  |  |  |  | **X3** |

1 = Resume does not meet criteria for success

2 = Resume meets part of criteria for success

3 = Resume meets criteria for success

4 = Resume goes above and beyond the criteria for success

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| --- | --- |
| Your Name Here | Your phone number;  your @afscholars.org email |
|  | |
| **Education** | |
| **High School Institution** (dates attended: Month, Year) | City, State |
| * Distinguishing academic honors/awards | |
| * Cumulative GPA: X.XX | |
|  | |
| **Most Recent Pre-College Institution** (dates attended: Month, Year) | City, State |
| * One highlight of my academic achievement in this program that shows I can tackle college-level work. | |
| * One highlight of the leadership experience or cultural experience I gained in this program that shows I am college-acculturated. | |
|  | |
| **Second Most Recent Pre-College Institution** (dates attended: Month, Year) | City, State |
| * One highlight of my academic achievement in this program that shows I can tackle college-level work. | |
| * One highlight of the leadership experience or cultural experience I gained in this program that shows I am college-acculturated. | |
|  | |
| **Work & Volunteer Experience** | |
| **Most Recent Position title, Company/Organization** (dates participated: Month, Year) | City, State |
| * One dynamic and bold thing I accomplished for this company/organization. | |
| * One dynamic and bold skill or piece of knowledge I acquired through this experience. | |
|  | |
| **Second Most Recent Position title, Company/Organization** (dates participated: Month, Year) | City, State |
| * One dynamic and bold thing I accomplished for this company/organization. | |
| * One dynamic and bold skill or piece of knowledge I acquired through this experience. | |
|  | |
| **Third Most Recent Position title, Company/Organization** (dates participated: Month, Year) | City, State |
| * One dynamic and bold thing I accomplished for this company/organization. | |
| * One dynamic and bold skill or piece of knowledge I acquired through this experience. | |
|  | |
| **Extracurricular & Leadership Activities** | |
| * **Most Recent Position and name of student group/program** | (Grades participated) |
| * **Second Most Recent Position and name of student group/program** | (Grades participated) |
| * **Third Most Recent Position and name of student group/program** | (Grades participated) |
| * **Fourth Most Recent Position and name of student group/program** | (Grades participated) |
|  | |
| **Awards & Accolades** | |
| **Title of Most Recent Award and** | Grade(s) received |
| * Dynamic and bold description of what the award recognizes or connotes. |  |
| **Title of Second Most Recent Award and** | Grade(s) received |
| * Dynamic and bold description of what the award recognizes or connotes. |  |
| **Title of Second Most Recent Award and** | Grade(s) received |
| * Dynamic and bold description of what the award recognizes or connotes. |  |
| **Title of Second Most Recent Award and** | Grade(s) received |
| * Dynamic and bold description of what the award recognizes or connotes. |  |

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Resume Exemplars

Achievement First Brooklyn High School

Community – Humility – Participation – Reflection – Integrity – Determination – Empathy

Charlise Smith

**Education**

**Achievement First Brooklyn High School** (September 07 – Present) Brooklyn, NY

* High school diploma summa cum laude
* Cumulative GPA: 3.93
* SAT: 750 Reading, 720 Math, 760 Writing

**Syracuse University Pre-College Program** (June 10 - July 10) Ithaca, NY

* Attended college-level classes in biology, advanced chemistry and biomechanics.
* Captained an intramural coed soccer team and competed against other pre-college participants throughout the program.

**Smith College Summer Science & Engineering** (June 09 - July 09) New Haven, CT

* Completed advanced biology, physics and computer programming coursework.
* Completed team-based engineering lab project, whereby we developed a robotic hand sanitizing device.

**Work & Volunteer Experience**

**Intern, Brooklyn Sports Medicine Clinic** (June 08 - July 08) New York, NY

* Facilitated new patient intake and took vitals.
* Teamed with therapists to help patients through physical exercises.

**Intern, Accenture, Inc.** (July09 - August 09) New York, NY

* Facilitated daily operations of office team by providing research on client team projects.
* Attended client team meetings and took notes for partners.

**Intern, David Saltzman MD** (July 10 - August 10) New York, NY

* Partnered with medical assistants to facilitate patient visits.
* Participated in physician group meetings and led discussions on diagnostic cases.

**Achievement First Scholar-Mentor** (May 07 – Present) Brooklyn, New York

* Served as a mentor and academic tutor for two Achievement First Brownsville elementary school scholars during 9th, 10th, 11th and 12th grades.

**Extracurricular Activities**

**Section Leader, Achievement First Vocal Ensemble** (August 07 – Present)

**AFBHS Student Government Representative** (September 07 – Present)

**AFBHS Scholar-Ambassador** (September 07 – Present)

**Awards/Accolades**

**Valedictorian and Academic Ace** (Grades 11 & 12)

* Earned straight A’s in all classes for the trimester for 9 consecutive trimesters and achieved the highest GPA in class.

Melchior Raymond Coleman

**Education**

**Achievement First Brooklyn High School** (September 07 – Present) Brooklyn, NY

* High school diploma cum laude
* Cumulative GPA: 3.65
* SAT: 750 Reading, 680 Math, 660 Writing

**Cornell University Pre-College Program** (June 10 - July 10) Ithaca, NY

* Attended college-level classes.
* Undertook activities and leadership-building workshop as part of Cornell's advanced program for high school students.

**Yale Explorations Pre-College Program** (June 09 - July 09) New Haven, CT

* Participated in summer accelerated learning program; took college level courses for Yale University course credit.
* Completed capstone project.

**Work & Volunteer Experience**

**Intern, Legal Outreach** (June 08 - July 08) New York, NY

* Assisted attorneys with pro bono legal cases; supported partners while representing clients in case meetings.

**Legal Intern, Wiggin & Dana, LLC** (July09 - August 09) New York, NY

* Developed pre-brief materials for associates on a SEC regulatory case; played on the firm's soccer team.

**Intern, Manhattan District Attorney's Office** (July 10 - August 10) New York, NY

* Supported lawyers' work on memos and briefs; anticipated in case meetings; led weekly internships group discussions and mock case work.

**Mentor, Big Buddies** (May 07 – Present) Brooklyn, New York

* Served as a mentor and academic tutor for two refugee children from Uganda, who live in a special orphanage for refugees. Taught children how to read and write in English; taught them how to play soccer.

**Extracurricular Activities**

**Player, Panthers Basketball** (August 07 – Present)

* Played on JV and Varsity basketball teams for 4 consecutive years.
* Captained team and led conditioning practices during senior season.
* Led Student Life initiatives as a Student Government representative in grades 10-12.

**Awards/Certificates**

**Academic Ace** (Grades 11 & 12)

* Earned straight A’s in all classes for the trimester for 6 consecutive trimesters.

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Resume Non-Exemplars

Achievement First Brooklyn High School

Community – Humility – Participation – Reflection – Integrity – Determination – Empathy

Jasmine Elvis Young

**Education**

**Achievement First Brooklyn High School (**Sep 07 – Present) Brooklyn, NY

* Cumulative GPA: 3.2
* SAT: 480 verbal, 500 math, 550 writing

**Work Experience**

**Intern, Stoked (**Jun 08 - Jul 08) New York, NY

* Ordered lunch for staff; filing; errands.

**Summer Intern**, **Dewey, Stern & Associates** ( Jul 10 - Aug 10) New York, NY

* Supported lawyers' work on memos and briefs; participated in case meetings; led weekly internships group discussions and mock case work.

**Extracurricular Activities**

* **Circle of Sisterhood** (Feb 08 - Sep 08)
* **Basketball** (Sep 10 - Dec 10)

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**Desmond Tutu**

8 Christie Court, Pleasantville, NY 10570

(914) 830-2456 (cell) dtutu@mcdaniel.edu

**Experience**

**Front Desk Attendant** ~ 2007 - 2009

McDaniel CollegeGym, Westminster, MD

* Courteously greeted customers and accurately maintained ID card tracking system.
* Carefully maintained school gym to increase safety and cleanliness.

**Tutor** ~ January - May 2007

McDaniel College, Westminster, MD

* Tutored two students 6 hours per week on the study of Roman Women concentrating on all topics covered in the curriculum which resulted in significant increases in test grades.
* Encouraged students by providing support and study and test taking strategies.

**Camp Counselor ~** Summers 2006 - 2008

Camp Discovery, Rosenthal Jewish Community Center, Pleasantville, NY

* Oversaw activities and safety of camp groups of between 10-15 children.
* Worked with various age groups over the 3 summers including 2nd, 3rd, 7th, 8th, and 9th grade boys.
* Supervised 1-2 Counselors-in-Training providing guidance and feedback.
* Received in-depth training on safety, education, and recreation when working with young people.

**Cashier** ~ Summers 2004, 2005

Joe’s Repair Shop, Pleasantville, NY

* Sold convenience store items in busy gas station and effectively attended to customer’s needs.

**Volunteer/Extra** **Curricular**

McDaniel College, Westminster, MD

* President and Founder of the McDaniel Jewish Student Union, 2006-Present
  + Designed and implemented campus wide programs and activities that fostered an understanding of Jewish life, such as annual Passover Seder, Sukkot, and twice a semester bagel breakfasts.
  + Created and managed two 11 person coed Jewish affinity houses.
* Captain of 4 intramural sport teams, 2005 - Present
* Member of Jazz Band, 2005 - Present

**Education**

**Candidate for B.A., Women’s Studies, May 2009**

McDaniel College, Westminster, MD

**Skills**

* MS Word, Excel, Power Point
* Red Cross First Aid and CPR certified

**Awards** Eagle Scout

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**Shantea Martin**

400 St. Nicholas Road Apt. La4 ∙ Brooklyn, NY 11218 ∙ [nmagloire@sljhs.org](mailto:nmagloire@sljhs.org) ∙ 718-941-7959

**EDUCATION:** The UrbanAssembly School for Law and Justice, Brooklyn, NY

* Expected Graduation Date: June 2010

**AWARDS/CERTIFICATES/SPECIAL ACHIEVEMENTS**

* Magna Cum Laude Winter ‘07
* Perfect Attendance for entire first semester Winter ‘07
* Best Speech Award, U.S History Winter ‘07
* Magna Cum Laude Winter ‘08
* Best Participant in U.S History class Spring ‘08
* Excellence in Geometry Spring ‘08
* Best Participant Award, U.S History Fall ‘08
* Chosen to speak to Robin Hood Foundation Fall ‘08
* Summa Cum Laude Spring ‘08

**AFTER-SCHOOL ACTIVITIES**

***Junior Statesmen of America Fall ‘08***

* Selected to attend convention Boston, Massachusetts
* Debated with other high school student about topics in the U.S like abortion, gun control and mental patient suffrage

***Columbia University High School Law Institute Fall ‘07-Spring ‘08***

* Attended classes taught by Columbia University law students
* Competed in Mock Trail against NYU HSLI students as a prosecution witness

***Ranger Conservation Corps Fall ‘07-Present***

* Worked on beautification and restoration projects around Brooklyn
* Guide incoming RCC members

***Brooklyn Bridge Conservancy Fall ‘08***

* Replanted plants in Brooklyn Bridge Park
* Learned about the History of Brooklyn Bridge Park

***Honors Biology Fall ‘07-Spring ‘08***

* Completed additional projects regarding Natural Science.
* Aided other students in laboratory experiments

***American Museum of Natural History (Astronomy Course) Spring ‘08***

* Learned about the inner workings of the Solar System
* Composed and presented an artificial space mission

***Peer Support Group Fall ’06-Spring ‘07***

* Supported and educated peers about adolescent issues like contraception and abstinence

***Knitting Club Fall ’06-Spring ‘07***

* Attended weekly knitting circle meetings

**SUMMER PROGRAMS/INTERNSHIPS**

***Columbia University with Youth About Business Summer ‘07***

* Two week long overnight business seminar held at Columbia University
* Simulated mergers and acquisitions of hotel companies

***Cravath, Swaine and Moore LLP Intern Summer ‘07***

* Interned at prestigious corporate law firm
* Filed, photo-copied and faxed for lawyers

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Melissa Jimenez

580 East 170th Street

Bronx, NY 10456

347-992-3625

# Education Dates

## Bronx Lab School: GPA-86.84 Sept 2006-June 2010

## Hostos Community College: English 110 Sept 2009-Present

# Academic Awards and Honors

### Achievement in Keyboarding & Computer Technology Dec 2006, March 2007

#### Honor Roll May 2008

* National Honors Society Feb 2009
* Honorable Mention Group Exhibit: National History Day Feb 2009
* Academic Achievement: Music 1 March 2009
* Academic Achievement: Advanced Algebra March 2009
* Bronx Helpers: Completed 70hrs of Community Service June 2009

##### Extracurricular Activities/Community Service/Projects

#### Latin Dance-Teachers Assistance Oct 2007

#### -Bronx Lab School, Bronx, NY

#### -Lead dancer for underclassmen

#### -Supported students in learning difficult moves & techniques

#### Jazz Band

#### -Played the electric Bass Oct 2008, May 2009

#### -Helped the younger bass player learn to play the bass

###### Overcoming Discrimination Oct 2008-June 2009

###### -Presented in the form of a documentary

###### Bronx Helpers Oct 2008-Present

#### Bronx River Alliance-Bronx Preservation Project Nov 2008

#### -Helped preserve the trees by the Bronx River

#### Yearbook Committee Sept 2009

#### -Photographer

* National History Day Feb 2009

-Worked in a group to present a board presentation

on the communist leader of Cuba, Fidel Castro

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**Natasha White**

2411 Amsterdam Ave. 1st Floor

Bronx, NY 10461-2414

**EDUCATION**

Bronx Lab School, Bronx, NY 93% (GPA) Sept 2007 – Present

The Island School, Eleuthera, Bahamas 89 % (GPA) Sept 2008 – Dec 2008

**HONORS**

**9th:** Principal’s Recognition Honors (92+ GPA), Academic Achievement (exceptional Sept 2007 – June 2008

performance) in Integrated Math/Science, Global History, Pre-Calculus and English

**10th:** Principal’s Recognition Honors, Academic Achievement in English, Sept 2008 – June 2009

Celestial Navigation, Marine Ecology, Studio Art, and Shark Research.

**EXTRACURRICULAR ACTIVITIES**

**Basketbal**l **Team**, Bronx Lab School, Bronx, NY Sept 2007 – Jan 2008

-Point Guard

-Small Forward

**Latin Dance**, Bronx Lab School, Bronx, NY Sept 2007 – June 2008

-Dancer

**Scuba Diving Course**, The Island School, Eleuthera, Bahamas Sept 2008 – Dec 2008

-Certified Open Water Diver

**Swim Team**, The Island School, Eleuthera-Bahamas, Sept 2008 – Dec 2008

-Swimmer

-Final Exam: 4 Mile swim in open water

**Community Service** with Deep Creek Junior High, The Island School, Eleuthera, Bahamas Sept 2008 – Dec 2008

- Community Outreach

* Built mentor relationship with middle school students
* Assisted as an academic tutor

-50 hours total

**Jazz Orchestra**, Bronx Lab School, Bronx, NY Feb 2009 – Present

-Trumpet Player

-Solo in May 2009 Performance

**WORK EXPERIENCE**

**P.S 72 Day Camp, Counselor**, Bronx, NY July 2008 – Aug 2008

* Supervised children between the ages of 5-11 in academic and social activities

**Summer Youth Employment Program, Director’s Assistant**, Bronx, NY July 2009 – Aug 2009

* Organized financial documents
* Routed phone calls to appropriate departments

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Lelia A. James

3784 Tenth Avenue Aot. 11B

New York, NY 10034

Email: [lelia.james@yahoo.com](mailto:lelia.james@yahoo.com)

Phone: 347-577-7546

Objective: To become a student at Binghamton University.

Education:

Bronx Lab School (2005-Present)

* Regents Diploma
* GPA: 93.32

Extracurricular Activities:

Ecuador Trip (July 2008)

* Tours of Ecuador
* Stayed in Tiputini Biodiversity Station in the Amazon Rainforest
* Lived with host families.

Academic Decathlon (October 2007-June 2008)

* Learned about economics, and American History
* Learned to write speeches.

Hotchkiss Summer Portals (June 2006-July 2006)

* Environmental Science Program
* Studied Succession and Water based Chemistry,
* Wrote a paper stating if Salmon Creek was polluted or not.

Drama (January 2006-June 2007)

* Learned Acting techniques and how to work with others
* Performed *A Raisin in the Sun* and *Romeo ad Juliet*

Tech Team (October 2005-December 2005)

* Installed software in the school’s laptops,
* Learned how to use the computer the correct way.

Work Experience:

Forest Project Summer Collaborative (June 2008-August 2008)

* Plant Science Intern
* Plants and People College Course
* Forest Restoration

Office of Senator Charles E. Schumer (October 2006-January 2007)

* Intern
* Casework
* Filing
* Reception Work

# Community Service:

Ecuador Trip:

* Painted Elementary School in Otavalo, Ecuador

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# Harley Davidson

# 93 St. Marks Ave. ∙ Brooklyn ∙ NY ∙ 11217 ∙ davidson@gmail.com ∙ 917.592.4028

***Ed Education* York University, Mathematics Education,** Class of 2004

* B.S. in Mathematics, with Honors
* Honors Thesis: *Experience Sampling Study of Stress & Coping Among Low- & Middle-Income Youth*
* CUNY Black Male Initiative *Teachers as Leaders* Fellow

**International Honors Program: Cities in the 21st Century,** Spring 2003

* Study abroad in India, South Africa & Brazil focused on Urban Planning and Education Inequality

**Urban Assembly School for Law & Justice, New York City Public School,** Class of 2000

***Awards & Honors*** *Teachers as Leaders Fellowship,* ***Fall 2002-Present***

* Scholarship awarded to promising future teachers
* Attended monthly teacher education seminars
* Received mentorship from NYC public school teacher

***Work Experience*** *Phipps Community Development Corporation,* ***Brooklyn, NY, Summer 2005***

Education Coordinator

* Designed physics-based curriculum surrounding “Shake, Rattle and Roll” theme for children ages 6-12
* Instructed six classes daily
* Trained staff on inquiry-based, hands-on learning theories
* Oversaw staff incorporation of science curriculum in other disciplines (e.g. art, dance, sports)

*The Children’s Storefront School Camp,* ***Harlem, NY/Lyme, CT****,* ***Summer 2003***

***Waterfront Director, Cook & Counselor***

* Staff member at small overnight camp for students of the Children’s Storefront School in Harlem, NY
* Created food-themed events, such as *Soul Food Night*
* Head lifeguard responsible for overseeing waterfront
* Responsible for bunk of 8 twelve year old girls

*Harry Van Arsdale High School****, Brooklyn, NY, Fall 2002***

Failing High School Transformation Project Full-Time Intern

* Developed curriculum for advisory class
* Assisted with development and implementation of Young Women’s Association
* Created college preparation materials geared towards 9th graders
* Organized field trip to Brooklyn Museum

*Harvey Milk School,* ***New York, New York, Fall 2002***

VolunteerTutor

* Tutored student for GRE at public high school for lesbian, gay, bisexual and transgender teens

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*Outdoor Adventure High School Summer Program,* **Washington State***,* ***Summer 2002***

Instructor

* Guide for high school students on month-long hiking trip

***Community Involvement***

*York College Jedi Dance Group,* ***Fall 2000-Present***

* Competitive student-run step/dance team
* Performed at York College Black Student Association Festival

*Mathletes Club,* ***Spring 2002-Spring 2003***

* Met weekly to figure out complex math problems
* Competed at state-wide competition

*AKA Sorority,* ***Spring 2002***

* Social Club Chair

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