**Name - Template**

Local Address Phone

City, State Zip Email

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**EDUCATION**

**Texas Christian University, Neeley School of Business –** *GPA: X.XX***Fort Worth, TX**

Major: XXXX Expected Graduation: May 20XX

**High School Name** – *Unweighted* *GPA: X.XX/4.0; ACT: XX and/or SAT: XXXX, if applicable* **Dallas, TX**

Important notes about your High School May 20XX

**COLLEGE EXPERIENCE**

**Organization/Team Name City, State**

*Role/Title Month Year – Month Year*

* In this bulleted section, select your most meaningful experiences and areas of involvement; highlight leadership positions, where applicable; items to consider for inclusion include work experiences, organization/team involvement, community service; note that only your most important experiences personally are to be included here with opportunity to list additional activities below
* Use specific action words in your bullets; list specific results and achievement, where appropriate
* Minimum of 2 bullet points per item

**Other activities / honors**: Athletics, SGA, Fraternity/Sorority, Campus Organizations, Community Involvement (including community service), Work Experiences, Scholarships Received, Other Academic Honors; in parentheses, include hours of involvement and applicable dates

**HIGH SCHOOL EXPERIENCE**

**Organization/Team Name City, State**

*Role/Title Month Year – Month Year*

* In this bulleted section, select your most meaningful experiences and areas of involvement; highlight leadership positions, where applicable; items to consider for inclusion include work experiences, organization/team involvement, community service; note that only your most important experiences personally are to be included here with opportunity to list additional activities below
* Use specific action words in your bullets; list specific results and achievement, where appropriate
* Minimum of 2 bullet points per item

**Other activities / honors**: Athletics, SGA, Fraternity/Sorority, Campus Organizations, Community Involvement (including community service), Work Experiences, Scholarships Received, Other Academic Honors; in parentheses, include hours of involvement and applicable dates

**OTHER SKILLS & INTERESTS**

**Skills:** Include any relevant skills including technical skills, foreign language proficiencies, any special skills that might help you standout

**Interests:** List areas of interest outside of what might be apparent from your experiences, activities and honors listed above

**Super Frog – Sample Resume**

TCU Box XXXX 214.111.1111

Fort Worth, Texas 76129 superfrog@tcu.edu

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**EDUCATION**

**Texas Christian University, Neeley School of Business –** *GPA: 3.80/4.00***Fort Worth, TX**

Major: Business Information Systems Expected Graduation: May 2025

**Dallas High School** – *Unweighted* *GPA: 3.50/4.0; ACT: 33* **Dallas, TX**

College Preparatory May 2021

**COLLEGE EXPERIENCE**

**TCU Consulting Club Fort Worth, TX**

*VP of Finance and Administration October 2021 – Present*

* Maintain a financial record of all active and non-active members, balance the yearly budget of $5,000, and act as a financial advisor for the organization
* Evaluate then make decision to accept or reject financial project proposals

**Sigma Phi Epsilon Fort Worth, TX**

*New Member Class VP of Finance / Member August 2021 – Present*

* Manage weekly budgets for the New Member Class of 2021 by recording all New Member Class expenses and cash inflows in an Excel spreadsheet to reduce the number of unnecessary purchases and improve budget
* Participate in weekly meetings with the three-member leadership committee of the New Member Class of 2021 to implement strategic initiatives like weekly study hours, New Member Class dinner groups, and bible study
* Study for New Member quizzes focused on New Member Development to gain a better understanding of organizational structure, fraternity history, and current member involvement

**Other activities / honors**: Chancellor’s Scholar, KinderFrogs Volunteer (~15 hours per semester), Dean’s List (Fall 2021), Frog Aides, Reformed University Ministry, Frog Camp Facilitator (Summer 2022), TCU Library Commons Information Officer (10 hour per week, Spring 2022)

**HIGH SCHOOL EXPERIENCE**

**Dallas High School Varsity Football Dallas, TX**

*Team Captain & Quarterback (Junior & Senior Year)                                       August 2019 – November 2020*

* Elected by an over 70-member team to lead the team as a captain both on and off the field
* Named to the Dallas County All-Conference and 8A Texas Academic All-State Team

**Dallas High School Student Government Dallas, TX**

*Speaker of Dallas High                                             May 2020 – May 2021*

* Elected by the over 2700-person student body to act as a liaison between students and faculty
* Advocated for and implemented the improvement of healthiness of vending machine offerings, which helped improve the mental and physical wellbeing of numerous peers

**Other activities / honors**: Feed My Starving Children Volunteer (~50 hours), Dallas Food Bank Volunteer (~25 hours), Prep Baseball Report All-State Team (2020), IHSBCA All-State Team (2019)

**OTHER SKILLS & INTERESTS**

**Skills:** Microsoft Certifications (Excel 2016 & PowerPoint 2016), Proficient in Spanish

**Interests:** College Football, Intramural Sports, Sprint and Olympic Distance Triathlon