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Comment [k1]: Notice the font is different and is larger than the rest of the body!

Extracurricular Activities

Comment [k2]: This is italicized and underlined to define the different categories.

Activities

- ▲ **PVHS Journalism** (School Newspaper) – 2012/2013, Editor-In-Chief for the PVHS Paw Print
- ▲ **Santa Maria Foursquare Church Youth Group** - Band member–2009/2010 and 2012/2013
- ▲ **PVHS Basketball** – Fall 2010 - Boys Junior Varsity, Fall 2011- Boys Varsity

Comment [k3]: The different years and seasons are noted. This is helpful if you are playing a few sports at one time.

Clubs

- ▲ **CSF – California Scholarship Foundation** – 2010/2011, 2011/2012 and 2012/2013
- ▲ **FCA – Fellowship of Christian Athletes** – 2010/2011, 2012/13
- ▲ **FLA – Future Leaders of America** - 2010/2011 - **President**
- ▲ **Key Club** – 2011/2012 and 2012/2013 - **Secretary**
- ▲ **MESA – Math Engineering Science Achievement** - 2012/2013

Comment [k4]: See how this is indented a bit?

Comment [k5]: This shows more responsibility, so make it bold to highlight the position.

Community Service

- ▲ **Santa Maria Foursquare Church Youth Group** – 2010/2011, 2011/12, 2012/2013 - Cleaned homes and yards for the elderly (**80 hours**)
- ▲ **City of Santa Maria Tutor** –Performed tutoring services at the Able Maldonado Center from 8/16 - 9/20/2013 (**12 hours**)
- ▲ **Key Club Activities** – 2009-2011 (**14 hours**)
 - **Heart Walk at Waller Park** – summer of 2011 (**4 hours**)
 - **Special Olympics** – summer of 2010 (**2 hours**)
 - **PVHS Campus Cleanup** – fall of 2011 (**4 hours**)

Comment [k6]: It is important to list the academic years individually and list the hours of service. Also, give a brief description of your duties. It may be necessary to define the club or activity you provided services for..

Total: 106 hours of community service

Special Awards/Recognition

- ▲ **CAHSEE - Received a perfect score on English** - 2010
- ▲ **Academic Excellence Awards** – 2010/2011, 2010/2011, 2011/2012 - **3 time recipient**
- ▲ **PVHS Perfect Attendance Awards** - 2010/11, 2011/12
- ▲ **MESA Preliminary Competition** – 2012 **1st Place for Team Calculus**

Comment [k7]: If you have received an award more than two times, won a competition or have been received a perfect score on something, such as CAHSEE – be sure to bold it so it stands out!

Other Activities

- ▲ **Allan Hancock College** – have completed a total of 8 units and have a GPA of 3.0 (see attachment)

Comment [k8]: This show extra initiative and drive. Be sure to attach your transcript!

Hobbies/Interests

I enjoy music, working on cars, spending time with my friends and taking hikes. I like to research things about history and I enjoy helping others when I can.

Comment [k9]: Writing about your hobbies, interests and future plans give you an opportunity to let people know something personal about you, who you are and where you are going!

Future Plans

I have applied to and hope to be accepted to Cal Poly, San Luis Obispo. I plan to major in mechanical engineering. My ultimate goal is to open my own business and focus on industrial engineering.

Always have someone else check for proper spelling, grammar and punctuation. Make sure your format is consistent throughout your document. It makes it easier for the reader to pinpoint specific information they may be looking for!

Notice the use of bullets to highlight each listing.