

CV Format

Below is a sample CV (or resume) which includes a list of all the information you need to put into your CV along with descriptions of what should be included under each category. You may also ask for a sample CV that I have in .docx format in which you can remove the generic information and put in your own information.

First Name Last Name

Home Street Address

Thessaloniki, Greece

Email student@pinewood.gr

NOTE: ALWAYS LIST WITH THE **MOST RECENT INFORMATION FIRST** ON A CV.

EDUCATION

List all schools you have attended.

2006—Present Pinewood-The American International School, Thessaloniki, Greece

1999—2006 International School of Brussels, Brussels, Belgium

LANGUAGES

List languages you know and the level—if you have received certificates, include them with dates received.

English: Native Language
Greek: Excellent, List Certificates
French: Very Good, List Certificates
Spanish: Good, List Certificates

DISTINCTIONS/AWARDS

List any honors or awards to/for which you have been elected, selected or awarded—connected to school or not—these can be academic, athletic, related to scouts, conservatory, church, etc. Include from Grade 9 and forward, unless you have received a very, very special distinction at an earlier age. If you have many, then separate them into categories below (academic, athletic, artistic, musical).

2010—2011 Elected to Student Council
 President
 Selected as a delegate for Model United Nations, Nyborg, Denmark
 Selected for Presidential Scholars Program
 Awarded Director's Honors, Pinewood-The American International School
 Quarter I, II, III & IV

2009—2010 U16 Bulgarian National Basketball Team
 Player
 Top Scorer and Rebounder in Turk Telekom Tournament

2008—2009 Etc...

2007—2008 Etc...

EXTRACURRICULAR ACTIVITIES

List any extra-curricular activities in which you have been involved—connected to school or not. These differ from “Distinctions/Awards” because you only need to have participated in these activities to list them on your CV. Don’t try to have many, many activities. A consistency reflecting your real interests is more important than the number of activities in which you participate.

- 2007—Present Member, Forensics Team
Second Place, Duet Acting
Panhellenic Forensics Tournament, Athens, Greece, 2010
- Member, Model United Nations Team
Chair, Security Council
Anatolia College MUN Conference, Thessaloniki, Greece, 2009
- Member, Pinewood Basketball Team
Second Place, American Farm School Tournament, 2011
- 2009—Present National Honor Society—Pinewood Chapter
Vice President
Yearbook Project Editor
- 2006—2007 Drama Club, Pinewood-The American International School
Student Director, A Christmas Wizard of Oz, 2010

SUMMER EXPERIENCES

List any educational or otherwise enriching experiences that you have had during your summer months. It is important to show that you are active during the summer, too.

- Summer 2011 (Expected) **Harvard University High School Summer School**, Cambridge, Massachusetts
Studied Chinese, Linguistics, Drama
- Summer 2010 **YMCA Summer Camp**, Thessaloniki, Greece
Camp Counselor for 12-year old group
- Summer 2009 **Parson’s High School**, Paris, France
Studied the human form in drawings and sculpture
- Summer 2008 Etc...

WORK/VOLUNTEER EXPERIENCE

List here any volunteer work—this is VERY IMPORTANT for U.S. colleges and universities. The goal is to show your involvement in your community.

- 2009—Present **Thessaloniki School for the Blind**, Thessaloniki, Greece
As a regular reader, I go to the school every Saturday and read to young children.
- September 2008 **Microsoft Corporation**, Seattle, Washington
As a student intern, I shadowed Bill Gates in order to learn the ins and outs of the corporate IT world.

PERSONAL INTERESTS

List your hobbies, interests and things that help them understand who you are.