# **Your Name**

Street Address • Brooklyn, NY ZIP CODE • Telephone: (XXX) XXX-XXXX• E-mail: youremail@email.com

**QUALIFICATIONS:**

* Completed over 300 hours of community service while maintaining an honor roll average
* Researched, then implemented, a plan to increase awareness of safety issues in my community
* Met one on one with state senators to advocate for gun law reform
* BE SPECIFIC

### EDUCATION:

### 2009-2013 High School for Public Service, *Brooklyn, NY*

Advanced Placement: US History, Global History, English Literature, Composition

Classes that highlight your proposed major:

### 2009-2012 SUNY Downstate Medical Center*, Brooklyn, NY*

Participated in the Arthur Ashe Foundation/Health Science Academy program,

* Attended lectures/courses in Neurology/Neuroscience, Epidemiology, Cardiology, Reproduction, Respiratory System & Functions, etc.

### 2011 Other educational experience (Arthur Ashe, TASS, College Now), *where*

Highlight one or two specific things that the experience provided.

### WORK AND VOLUNTEER EXPERIENCE

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**2011-present DCTV, Club member**

* Created documentary film about social justice issues
* Learned film editing skills

**2009-present Metro Ministries, Volunteer**

* Performed in mobile morality show for elementary school students

**2009-present Teaching Assistant, High School for Public Service**

* Assist art teacher with clerical work and grading

**2011 PS 289, volunteer**

* + - * Read to bilingual 4th graders in high-risk school

**2010 Male Achievement Association, Founder**

* + - * Created support group for young men to promote academic success

**2010 Speak Truth to Power, Workshop participant, Kennedy Foundation**

* + - * Participated in workshop with international social justice advocates

**2009 ST. Jude’s Bowl-a-thon, Organizer**

* Raised over $300 for St. Jude’s Children’s Hospital

**2009 Global Service Day, Volunteer**

* Refurbished neighborhood through landscaping

## **present Teacher’s Assistant for Chemistry**

* Assisting teacher with paperwork and class work

## **2009-present Wahid Medical Care, Receptionist**

## Assisting the staff in the office with files and other paper work

## **2009-present Yearbook Committee**

* Planned, organized, published, and photographed memories to store in the yearbook

## **2008-present Medical Club, Secretary**

* Responsible for taking notes at the weekly meetings, recording dates on the calendar for events, helping to plan events to fundraise for medical related charities and plan trips to various hospitals and medical schools

## **2008-present New York Cares Youth Club**

* Monthly social meetings in which we discuss how to make society better by planning events and trips to various helping centers, such as Winter Wishes and coat drive
* Participate in mural painting activities and participate in arts and crafts activities that we send to hospitals for senior citizens

## **2008-present High School for Public Service Penny Harvest**

* + - * Collected pennies within school and outside of school to donate to those who are in need of money

## **2008-present UNICEF, Volunteer**

* Collected money within school and outside of school for those less unfortunate

## **2008-present Global Youth Service Day**

* Recorded stories, did arts and crafts bookmarks, made flashcards, and other educational activities that were to be donated to a children’s hospital

## **2007-present Village Stationary Store, Volunteer**

* + - * Advertised the store, organized the stores supplies, and handled money at the register

## **2007-present Essex Card Shop, Volunteer**

* + - * Advertised the store, organized the stores supplies, and handled money at the register

## **2011 C.A.M.B.A., Volunteer**

* Assisted in a food pantry by giving the less unfortunate people food

## **2011 Lefferts Community Food Co-op, Volunteer**

* + - * Organizing and planning how to bring in affordable and nutritious food in low income communities by creating a food co-op in their neighborhoods

## **2008-2010 Global Youth Service Day Planning Committee**

* Organizing the location and which advisories would go for Service Day

## **2009 Fundraiser for Children with Cleft Palates**

* + - * Collected a large amount of money from students in the school by raising a bake sale to donate money to children with cleft palates, so they can be surgically treated

## **2008-2009 New York Against Gun Violence**

* Weekly meetings in which we discussed ways to reduce gun violence in many communities, why it occurs, what are the effects, and what is the solution to this issue
* Tried to resolve the issue of gun violence in the community

## **2008-2009 Build On**

* + - * Attended weekly meetings discussing how to help the less unfortunate people and third world countries
      * Collected money to build schools for children in impoverished countries

## **2010 Name of Event/Organization,** Position

* + - * Give specific
      * Led workshops for teachers

## **2010-2011 CORO Exploring Leadership Program, Volunteer**

* Interviewed stakeholders in the NYC Dept. of Education regarding safety in the community
* Organized Safe Hallway event, a public statement against violence which included local and city-wide politicians, NYPD, and the student body.

## **2010-2011 Wingate Bowling Team, Manager**

* Managed paperwork and kept scores for varsity bowling team

## **2010-2011 PS 24, Volunteer**

* + - * Mentored two elementary school students, focusing on English language skills

## **2010-2011 Teacher’s Assistant, High School for Public Service**

* Assisted with clerical work and grading for geometry classes

## **2010 Save Our Streets, Volunteer**

* Distributed anti-violence fliers in the community

## **2010 Prom Committee, Volunteer**

* Organized and set up for senior prom of 100 students

## **2010 East New York Animal Shelter, Volunteer**

* + - * Assisted with care and feeding of homeless pets

## **2009 New Yorkers Against Gun Violence, Volunteer**

* Participated in petition drive for anti-handgun legislation

## **2009-2010 Build On, Volunteer**

* Organized fundraisers to build schools in developing nations

## **2009 St. Jude’s Children’s Hospital Bowl-a-thon, Volunteer**

* Raised money for cancer patients at children’s hospital

## **2009 Project Peace, Volunteer**

* + - * Assisted with care and feeding of homeless pets

## **2008 Earth Day, Volunteer**

* Distributed literature for national Earth Day event

## **2008 HSPS Cares Day, Volunteer**

* Refurbished school campus

**HONORS AND AWARDS**

Honor roll

Archon Service Society

Name of Award

**OTHER SKILLS**

Cardiopulmonary resuscitation (CPR) certified

Institutional Review Boards (IRB) certified

Fluent in Spanish

**References available upon request**