**FIRST & LAST NAME**

(in bold font)

Street name and address

Victoria, BC  
Postal Code

Phone #

e-mail contact

**Education:**

**2016 - 2020** Belmont Secondary School

**2013 - 2016** \_\_\_\_\_\_\_\_\_\_ Middle School

**2007 - 2013** \_\_\_\_\_\_\_\_\_\_ Elementary School

(not really necessary except for PAC bursary applications at elementary schools)

**Academic Achievements:**

**Grade 12**

**Semester One: Semester Two:**

English Language 12 \* 93% Chemistry 12 (%’s to be

Calculus 12 88% Leadership 12 filled in after

History 12 90% Physics 12 Term 3)

Senior Acting 12 97% French 12

**Grade 11**

**Semester One: Semester Two:**

French 11 93% Pre-Calculus Math 11 89%

Biology 12 88% English 11 95%

Chemistry 11 78% Physics 11 90%

Leadership 11 94% Social Studies 11 92%

**Awards and Honours: (list them chronologically)**

**2013**  Top All-Round Grade 11 Student – Belmont Secondary

**2011** The *Kindree Spotswood Memorial Award* for the Belmont student who best

exemplifies a “spirit of adventure”

**(or you could format them in this way instead)**

* **Student Citizenship Certificate -** Awarded to the student who best exemplifies . . .

(Grade 12)

* Honourable Mention – **BC Secondary Schools Mathematics Competition**

(Grade 11)

* Participant in the **Gauss Math Contest** (Grades 8-12)
* Winner of **Belmont's Gold Pin** for excellence in 3 or more academic subjects

(Grade 10)

**Achievements in the Visual and Performing Arts:**

* List in whichever format you chose from above (if applicable). Be consistent.

i.e.:

**2015-Present** Member – Belmont Dance Academy

**2012/2014** Performer – PACE Musical

**2011** Winner of the West Shore Visual Art competition – 2D

**Athletic Achievements:**

* List in whichever format you chose from above (if applicable). Be consistent.

i.e.:

**2015-Present** Belmont Girls Volleyball Team

**2015-2016** Team Member – Belmont Hockey Academy

**2011-Present** Goalie – Juan de Fuca Soccer Association

**School/Community Involvement:**

* List any clubs, teams, events in which you participate/have participated, **plus** the time frame or start/finish dates
* List all organizations, events or activities in which you have been involved
* List together or under separate sub-headings (depending on the number of listings)
* Include dates/time frames

i.e.:

**2014-2015** Member of the Belmont Model UN Club

**2010-Present** Co-President – Belmont Dry Grad Committee

**2012** Volunteer – Juan de Fuca Priory

**Seminars/Workshops/Conferences:**

* List anything appropriate i.e.: Computer courses, FoodSafe, P.A.R.T.Y Program, Holocaust Symposium, ICBC Road Sense, any Tourism, Technology, Entrepreneur, Community Group seminars or conferences, etc.
* Record dates of participation (i.e.: month/year, Grade 10, Spring 2013, etc.)
* Compose a brief explanatory blurb (if necessary)

i.e.:

**Spring 2014** Certified Food Safe Level One

**November 2015** Competed a Red Cross seminar on Water Safety (Level III)

**Interests:**

Record in a short paragraph **or** list individual interests in categories (i.e. athletics, arts, hobbies, past times)

i.e.:

* Reading
* Computer Graphics
* Working with children
* Woodwork
* Soccer
* Skiing
* Playing guitar
* Film studies

**Skills/Personal Attributes:**

* Record in paragraph or list form
* Focus on strengths and positive qualities that enhance who you are and give insight to

your character

**Sample attributes to consider:**  “organized, attentive to detail, dependable, excellent memory, outgoing, positive demeanor, strong verbal and written communication skills, able to work effectively as a team member or individually”, etc.

**Work Experience:**

* List paid jobs and any duties that you think would enhance your resume and the dates you were/are employed
* List volunteer job experience as well, **if not previously mentioned** (avoid repetition)

**Future Plans:**

* In a small paragraph of 3 to 4 well-constructed sentences, state what your **intended** goals are in relation to post-secondary schooling. (i.e.: What school(s) do you plan to attend? What faculty/program will you enter? What degree(s) to you hope to attain? What careers interest you? Etc.)
* If you do not plan to attend university immediately, discuss any work plans as they

relate to your overall educational goals.

* Do you intend to apply for any exchange programs? Are you making travel plans? Discuss how such opportunities will enhance your learning process. When do you intend to return to school?

**References:**

* List at least three names (two being Grade 11 or 12 academic subject teachers *or* people who can attest to your academic/athletic/school or community service)
* Ask permission from each person prior to using them as a reference
* Follow the layout format below

**Name** (use Dr./Mr./Mrs./Ms) Mrs. A. Teacher

**Title** Basketweaving Teacher

**Place of employment** Belmont Secondary School

**Address** 3041 Langford Lake Road

**City/Province** Victoria, BC

**Postal Code** V9C 0J6

**Phone Number** 250-478-5501 (ext. 5555)

**E-mail contact**  [ateacher@sd62.bc.ca](mailto:ateacher@sd62.bc.ca)