**RESUME SAMPLE & SUGGESTED FORMAT**

FirstName Middle Name LastName  
Address

Home: 555.5555/ Mobile: 486.2222  
Email: yourname@name.com

**EDUCATION:**

*Example:*

**Academic Bridge Program**, Doha, Qatar, August 2011-May 2012

**Amina Bint Wahab Independent School**, Doha, Qatar, September 2006- June 2011

**ACHIEVEMENTS AND AWARDS:**

*Example:*

**Honors Award** in Chemistry, 11th grade

**ACTIVITIES AND CLUBS:**

Club Name, years participated, date, positions held and/or honors received; if appropriate, also include a sentence or two describing your involvement.

Examples:

**Student Association,** 10th - 12th grade, Treasurer in 12th grade

Participated in multiple community service activities, including 3 Blood Drives, and weekly visits to Hamad hospital. Co-chaired the student charity organization at ROTA. Over 50 hours of service.

**Football Team**: 9th -12th grade, Co-captain in 12th grade

Received 3 recognition certificates and a High School Award for Best Player in 11th grade.

**ABP Photography Club,** 2011-2012

2nd place in the Photography Competition held in August 2011

**WORK/VOLUNTEER EXPERIENCE:**  (if any)

*Examples:*

**Qatar National Bank**, Doha, Qatar, June 2010-July 2010

Worked in the customer service area

**Doha Tribeca Film Festival**, Doha, Qatar, October 2011

Volunteered in the Box Office and the Communications Departments.

**SKILLS:**

*Example:*

Proficient in Arabic and English, Intermediate French.

**HOBBIES:**

*Example:*

Horse riding, swimming, photography and reading.