

List academic, work, community, extracurricular scholarships and awards, Dean's List, honor societies, etc. **Only list high school references if you're a first-year student.**

Honor #1: _____ Dates (YY-YY): _____
Honor #2: _____ Dates (YY-YY): _____
Honor #3: _____ Dates (YY-YY): _____
Honor #4: _____ Dates (YY-YY): _____
Honor #5: _____ Dates (YY-YY): _____

ACTIVITIES

List titles of extracurricular activities, campus and community organizations, community service, etc.

Activity #1: _____ Dates (YY-YY): _____
Activity #2: _____ Dates (YY-YY): _____
Activity #3: _____ Dates (YY-YY): _____
Activity #4: _____ Dates (YY-YY): _____
Activity #5: _____ Dates (YY-YY): _____
Activity #6: _____ Dates (YY-YY): _____
Activity #7: _____ Dates (YY-YY): _____
Activity #8: _____ Dates (YY-YY): _____

EXPERIENCE

Note: We will create a chronological resume. If you are interested in a functional/skills-based resume, please schedule a follow-up appointment, in which we can help you transition to this version. Please list paid employment, internships, volunteer work, class projects, leadership in organizations, etc. that you would like us to include.

Position Title: _____
Organization Name: _____
Location (City and State): _____
Dates (MM/YY-MM/YY): _____
Duties/Accomplishments: (e.g. Provided excellent customer service at busy Italian restaurant)

Position Title: _____
Organization Name: _____
Location (City and State): _____
Dates (MM/YY-MM/YY): _____
Duties/Accomplishments: _____

Position Title:

Organization Name:

Location (City and State):

Dates (MM/YY-MM/YY):

Duties/Accomplishments:

Position Title:

Organization Name:

Location (City and State):

Dates (MM/YY-MM/YY):

Duties/Accomplishments:

Position Title:

Organization Name:

Location (City and State):

Dates (MM/YY-MM/YY):

Duties/Accomplishments:

Position Title:

Organization Name:

Location (City and State):

Dates (MM/YY-MM/YY):

Duties/Accomplishments:
