

College Resume Worksheet



Even if the colleges you're applying to aren't asking for a college resume, getting one done is a great place to start in the college application process. You've done a lot of things during high school, and putting them down on a resume will help you remember some of the experiences you might have forgotten.

In addition, your college resume can help with your letters of recommendation. The best letters of recommendation will specifically reference things you accomplished, awards you received, and projects you completed. Your resume helps remind the recommender of those things, allowing them to write a more helpful letter.

Use this worksheet as a guide for gathering the information you'll put into your college resume. We've tried to provide you with space to get started, and you may (hopefully will) find it necessary to use more space than is on here. That's awesome! Remember, you can always work the format and cut what's necessary later on.

Here are some questions to consider when you're trying to remember events from the last 4 years.

1. What awards did you receive (trophies, medals, ribbons, plaques, certificates)? Those make great achievements to list, and it's likely the wording of the achievement is already written out for you on the award.
2. What organizations are you known for? Some students will have an epithet like Charlie, the soccer player, or Susie, the cheerleader. If other people identify you with that organization, it's a good bet you've made an impact on it.
3. Where have you volunteered? These days many students have a community service component in their graduation plan. Schools put them in place to build better citizens, and they also help build great resumes.
4. Where have you worked? Whether it was an internship or a part-time job, you gained great experience, and you should let colleges know about it.

The next few pages will help you organize your answers to these questions. Completing this worksheet will make formatting your resume much easier.

Contact Information

Name:	Home Address:
City:	Zip Code:
Phone Number:	Email Address:

School Information

School Name:	Phone Number:
Street Address:	City:
State:	Zip Code:
Counselor:	Counselor Email:

Academic Information

GPA: _____ on a _____ scale				
Class Rank: _____ out of _____				
ACT				
Composite:	English:	Math:	Reading:	Science:
SAT				
Composite:	ERW:		Math:	

Extra-Curricular Achievements

Sport	Grade	Level	Awards/Recognition

Community Service

Activity/Organization	Year(s)	Description

Work Experience

Employer	Dates	Title	Duties

Other Experience

What other things should an admissions board know about? Are you published? Has your art been in a gallery? Invented an app? Started a business?

