

Composing your College Admission Resume (Your Personal Brag Sheet)

Why?

- Highlight your accomplishments from 9th to 12th grades
- Good asset for your application
- Good to have when asking for recommendations

What?

- A complete list of your extra curricular activities, job skills, and academic life
- Have an adviser, counselor, or parent to go over it with you to make sure you haven't missed anything
- Don't leave out ANY ACTIVITY
- Can be 1-2 pages (However remember in this case more is better)

Information to Include:

- **Heading:**
 - o Name,
 - o Address
 - o Contact Number
 - o Email Address (this means you must check it daily)
 - o Date of Birth
 - o High School Name
- **Objective:**
 - o This is optional
 - o Discuss your consideration for either a scholarship you may be applying for that asks for a resume OR
 - o Discuss your intended major (
 - o THESE ARE ONE-LINERS no essay needed on this portion
- **Statistical Information:**
 - o Class Rank or Percentile Rank (you can do BOTH)
 - o Grade Point Average (GPA)
 - o SAT/ ACT scores (you can include both if you have taken both tests)
- **Education:**
 - o This is optional
 - o Include your classes from Senior Year
 - o AP or Dual Credit Courses
 - o Any other impressive classes you have taken (Use discretion on "impressive classes")
- **School Activities:**
 - o Clubs or Class Activities
 - o Sports
 - o Performance Groups

- REMEMBER TO ATTACH LEADERSHIP ROLES TO EACH EVENT
- BE SPECIFIC AS TO YOUR INVOLVEMENT
- DO NOT USE ACRONYMS FOR CLUBS
- **Honors & Awards:**
 - MAKE SURE YOU SPECIFY THE GRADE IN WHICH YOU GOT THE HONOR
- **Community & Service:**
 - Activities
 - Leadership
 - Include the grade you participated
 - Include hours if you can
- **Enrichment Activities:**
 - Special Projects you worked on
 - Special travel: mission trips or study abroad
 - BE SURE TO INCLUDE THE GRADE
- **Work Experience:**
 - Start with the most recent and so on
 - Include Paid & Un-paid jobs
 - Include the job title & location of employment (Include a reference if you have one)
 - Explain your duties of each job
- **Special Skills:**
 - Ex. Computer or other technological skills
- **Other:**
 - Special Situations or circumstances
 - Nothing too graphic → this is not to be an essay
- **References:** (Make sure you inform someone that they are a reference before committing them to your resume or other reference information)
 - This is optional
 - Include
 - Name
 - Contact number
 - Email
 - Relationship (how you know this individual)