

## ***College Application Resume Guidelines***

### ***Contact Info***

- Full name, date of birth, address, telephone number, "professional" email address

### ***Academic Profile***

- all high schools you attended
- city and state of each high school
- dates you attended them
- weighted and unweighted GPA, class rank
- SAT/ACT/SAT Subject Test scores
- Honors/AP/IB courses if applicable

### ***Extracurricular Activities/Work/Volunteer Experience*** (9th grade on unless it began before then)

- each activity, positions held, grades in which you were involved
- specific contributions, duties, and recognition in each activity
- number of hours involved per week

### ***Summer Programs***

- short description of each
- month and year attended

### ***Honors/Awards***

- short description of each
- month and year you won it
- why you won it

### ***Special Accomplishments***

- sports, music, art, etc. (may need separate athletic/talent resume if applicable)

### ***Hobbies/Interests/Significant Travel*** (not just short family vacations)

- separate category for each

### ***Personal Information You May Want to Share - examples:***

- first in family to attend college
- extraordinary experiences
- what sets you apart from your peers
- goals/passions

### ***Remember:***

- Make it readable and accessible
- List everything in reverse chronological order within each category
- Proof, proof, proof!