**说明：**

这是一个简历模板以及申请信息清单。模板里的范例是对升学比较有帮助的项目的一个汇编。希望可以抛砖引玉，帮助你将自己的人生经历中的亮点比较完整地回忆出来。

这份材料还有以下几个用途：

1. 简历：很多学校要求提交简历。如果这份材料内容充分，可以按照学校的申请方向直接从中提取对应的简历。
2. 文书素材：这份材料里的信息，就是你的申请文书的素材主要来源。
3. 给推荐老师做“小抄”：这份材料里的信息摘抄出来给推荐老师，可以帮助推荐老师进一步了解你在课堂之外的其它情况、你的人生成就、以及其它值得举荐长处和优点。
4. 填表信息：这个模板还搜集填写申请所需要准备的信息。填表的时候不再需要逐项查找。时间紧张的时候，父母、朋友、老师还可以按照这些信息帮忙填写表格。

简历模板的使用方法

模板里所列举的范例和自己的经历完全没有交集的项目可以拿掉。和自己的经历有交集的项目，可以比照范例的格式将自己的类似经历写出来。这些范例不可能包罗万象，所以每个类别写完之后，还需要努力思索自己还有没有范例没有涵盖到的人生经历。如果有的话，也都按照范例的格式都写出来。

请注意模板里的项目个数远远多于编写简历和填写申请所需要的数量。可以放心删除和自己没有交集的范例。填写申请所需要的项目数量是：

* 学术荣誉：5项
* 课外活动：10项（Common App）、8项（coalition）、15项左右（UC/UIUC/Rutgers等学校）。如果有15项课外活动，填写任何一种申请都是绰绰有余。多余的项目，只能设法归并，或者忍痛割爱。

**First (Nick) Last**

XXX School | DOB 01/01/1900 | aaa@bbb.edu | 999-999-9999

写一段介绍自己的感言。这个主要是给老师看的。申请不需要这个。<**Self-Reflection**> Eloquent and outgoing, I love to make friends. My inquisitive and proactive nature leads me to wonderful experiences in my life. My career goal is in high-tech entrepreneurship.

**Character （adjectives用来描述你自己的形容词。主要是给推荐老师看的。）**

Inquisitive, Insightful, Intelligent, Creative, Introspective, Resourceful, Curious, Motivated, Proactive, Versatile, Meticulous

**Academics （学业成绩。自己的各项成绩的一个汇总。填表用。每项校外考试除了总成绩之外还必须给出各个分项的成绩以及准确的考试日期，不要遗漏作文成绩。这个成绩是一个很重要的参考依据）**

Cumulative GPA: 4.70 (weighted), 4.0(unweighted) ; Senior Year GPA: 4.50

TOEFL: 120 (reading 30, Listening 30, speaking 30, Writing 30) 12/31/2020

SAT: 2400 (Verbal 800, Math 800, Writing 800); Writing 12 12/31/2020

ACT: 36 (English 36, Math 36, Science 36, Reading 36); Writing 12 12/31/2020

SAT II: Math II 800 12/31/2020

SAT II: Chemistry II 800 12/31/2020

AP: Calc BC 5 12/31/2020

AP: US History 5 12/31/2020

AMC 10: 120, top 5% 12/31/2020

**Publications （出版物可以是纸质的也可以是电子的。譬如贴在youtube上贴的动画或者小电影。自媒体或者博客。这个主要是给推荐老师看的。如果出版物比较有分量，也可以考虑放在简历上）**

Russia expels US diplomats in tit-for-tat row， BBC news story 1/1/2020

Killing Fields journalist Sydney Schanberg dies at 82, NY Times cover story 1/1/2020

The killings have to stop, My High School Journal 1/1/2020

Animation: “A Great Day in Central Park” (<http://youtube.com/mylink>) 1/1/2020

Algorithm for Estimating Population Shift, NIH Communication, Vol 4, 2020 1/1/2020

Street Dance Tutorial, Blog (<http://my.blog.com/2343433>) 1/1//2020

**Honors (You will need 5. Pick the ones you are most proud of。这个是填申请表用的。大部分申请表需要填写有5个项目。每个项目必须写出奖励的档次和得奖年级(9,10,11,12, 之前的不算)。总共4个档次：(international, national, state/districte, school),**

Gold Medal, Math Olympic – international – 9th grade 2020

Winner, Siemens Award – National – 10th grade 2020

Honor Roll at XXX - School– 11th grade 2017 – 2020

Mu Alpha Theta award for talent and leadership (Math, 1 per school) – State/District – 12th grade 5/2020

New England Math League Awards for top 5 student of each school – State/District -11th grade 3/2020

**课外活动**

下面分门别类整理课外活动项目。大部分的申请所需要的课外活动项目的数量在8项到15项之间。

含金量：如果课外活动比较多，取舍的标准是活动本身的含金量。如果按照举办单位判断含金量：international > national > state/district > school > personal。 如果按照所承担的职责判断是 founder > president > officer > participant。

职位（Position/Leadership description and organization name, if applicable）每项活动都需要写明自己的职位和举办单位名称。大多数申请有一个50字母到100字母的长度限制。这里需要尽可能详细地填写，填表的时候再浓缩到目标长度。

描述（Please describe this activity, including what you accomplished and any recognition you received, etc.）: 每项活动还需要描述活动的内容。大多数的申请会有一个160字母或者255字母的长度限制。。这里需要尽可能详细地填写，填表的时候再浓缩到目标长度。

年级（Participation grade levels）: 活动所涉的年级：9，10，11，12。暑假活动写接下来的年级。譬如，8年级和9年级之间的暑假写9年级。余下类推。如果一个活动跨越多个年级，需要把所涉及的年级都标出来

学年或者寒暑假（Timing of participation）：有三个选择1. 学年During school year 2. 寒暑假During school break 3. 全年All year.

每星期小时数（Hours spent per week）：如果每星期花费的时间不等，需要均摊开来。取一个平均值。有些申请另外一种标法。是标一个区间，1-5 hours。所以你这里需要给出3个数字。

每年星期数（Weeks spent per year）：如果是体育活动很好办。每年的赛季的星期数是定死的。其它的多年项目，也需要将星期数均摊到每年。

**Educational Preparation Programs (Summer Program/School)**

**Pre-College Program, Rhode Island School of Design** 06/25/2016 – 08/06/2016

Studied Drawing Foundations, Design Foundation, Critical Studies in Art, and Architecture; and learned the basics of Costume Design and Film Making. I may explore my interests in Costume Design and Film Making a little further in the future if I have the opportunity.

9th, 10th ,11th,12th grade. school year, 40 (10-60) hr/wk, 40 wk/yr.

**Work (Research/Internship/paid job. Best if they are related to your future career aspiration)**

**Research Assistant, Columbia University XXX Lab** winter break 2020

Participated in a project conducting survey of 10 air monitoring apps from various countries as part of a research project that studies the readiness, implementation and impact of open data, e.g. air or water quality data, around the world. Learning the UI, data sources, features and functionalities of these app in preparation of improving my own water monitoring app. Authored the survey section of the research paper titled “xxx yyy zzz” published on “aaa bbb ccc”.

9th, 10th ,11th,12th grade. school break, 40 (10-60) hr/wk, 40 wk/yr.

**Research Assistant, Dept of Medical Biology, XXX Medical University Summer 2016**

Worked under the guidance of Prof. XXX YYY to investigate the viability of a cell model in the studying of drug absorption and metabolism.

9th, 10th ,11th,12th grade. school year, 40 (10-60) hr/wk, 40 wk/yr.

**Research under Prof. XXX YYY, Dept. of Food Science, Cornell Univ** August, 2016 – present

Under guidance of Professor YYY, perform literature search on potential medicinal uses of plants in urban landscape design using PubMed and Google Scholar, and write a prospective article on “Potential Medicinal Use of Plants in Urban Landscape Design for a Sustainable Future”. Meet with Professor Liu once a week through teleconference to report progress of the project and seek feedback and guidance.

9th, 10th ,11th,12th grade. school break, 40 (10-60) hr/wk, 40 wk/yr.

**Intern, Fujian XXX Environmental Technology Co., Ltd.** summer of 2019/2020

Learned everything about waste water processing and water quality monitoring. During the 2020 summer, worked out an engineering sketch of a crowd sourcing water pollution first alert mobile app and studied the system design of a mobile app and the accompanying backend system. Returned in 2029 summer to continue to work on the app and finished an early prototype of the mobile end app. Learned about the components necessary for building the server end.

9th, 10th ,11th,12th grade. all year, 40 (10-60) hr/wk, 40 wk/yr.

**Intern, Yangtze Delta Construction & Investment Conglomerate** summer 2015

Created artistic renderings of urban landscape design visualization as parts of the promotional videos and literatures for project bidding. The company is a general contractor and financier for municipal projects involved in infrastructure improvement, urban landscape, real estate development, etc. The projects were Tibet Lhasa South Hill Landscape Planning and Design, Fanchang Park Landscape Planning and Design, and Guzhen Park Landscape Planning and Design.

9th, 10th ,11th,12th grade. all year, 40 (10-60) hr/wk, 40 wk/yr.

**Intern, YYY Works** (<http://en.YYY.com/>) summer of 2020

YYY works is a high tech incubator. Learned about entrepreneurship and venture investment from Dr. AAA BBB, a renowned venture capitalist and the former head of ZZZ China, and explored with him the possibility of starting a company for my app. Followed him through the due diligence process of two angle investment cases, one for Shenzhen ZZZ, the other for CCC.com. We examined the business plan, financial statements, and audit reports; and worked with third party experts to assess the technical feasibility and market readiness of the products. The experience opened my eyes to the interesting world of high tech entrepreneurship.

9th, 10th ,11th,12th grade. all year, 40 (10-60) hr/wk, 40 wk/yr.

**CEO Assistant, Dalian DDD Co. Ltd** summer of 2017-2019

Learned to conduct the daily business of DDD, my family owned business and the largest salted seafood processing company in China. Read emails and dealt with issues related to import, plant operation and export. DDD imports Russian and American catches, processes them in the Chinese plants, and then exports the finished products internationally, especially to Boston, Miami, NY in US and San Juan (Puerto Rico) and other Caribbean Islands.

9th, 10th ,11th,12th grade. all year, 40 (10-60) hr/wk, 40 wk/yr.

**Freelance Illustrator/Graphic Designer** 2013-prsent

Invited to do contract jobs from time to time. Work include covers and illustrations for publications, theme artwork for music videos, and graphs for logos and posters. Considering to start a personal studio as the workload continues to grow.

9th, 10th ,11th,12th grade. all year, 40 (10-60) hr/wk, 40 wk/yr.

**Leadership (Best: founder/organizer, Good: president/VP/secretary/treasurer)**

**Founder, Asian Culture Club, XXX School 2016-Present**

Introduced Asian cultures to people in school. Organized the celebration of the Chinese New Year and other holidays shared amount the Asian cultures. Planned activities and exchange news and major events in Asia.

9th, 10th ,11th,12th grade. all year, 40 (10-60) hr/wk, 40 wk/yr.

**Clan Leader, World of Tanks (eSport or Competitive Gaming)** 2016-present

Organized and led clans of up to 500+ members. Winner of numerous titles. Made and visited friends from all over the world.

9th, 10th ,11th,12th grade. all year, 40 (10-60) hr/wk, 40 wk/yr.

**Project Leader, Summer Camp, Raleigh China 2019 Guizhou Youth Camp** summer of 2019

Operation Raleigh originates from Operation Drake which was initiated by Prince Charles. During the two week camp, my project was to repair and repaint a leaky classroom of XXX Elementary school in a remote mountain range in the Guizhou province. Raised the fund to buy the tools and building materials and carried them in on foot. Organized sports competitions and taught the youngsters how to use the donated electronic gadgets we brought in. The second part was an expedition of 5 day, 70 km hike over the mountain trails, on which I discovered a water pollution incident that inspired the creation of a pollution alert app.

9th, 10th ,11th,12th grade. all year, 40 (10-60) hr/wk, 40 wk/yr.

**Summer Camp, 20 under 50 (Immersion-style leadership program)** summer of 2018

A 2-week program modeled after Ted Talk, Model UN, and Entrepreneurship Contests. Attended forums with some of the most renowned business leaders and worked with them to develop business plans and look into teamwork, networking, and topics on the intricate synergy and interaction among science, innovation, investment, financing, international relationship and charity.

9th, 10th ,11th,12th grade. all year, 40 (10-60) hr/wk, 40 wk/yr.

**Activities (Sports: Ideally gold medal of some kind)**

**Photographer/Editor/Writer, Yearbook/School Website** 2018, 2020

Attended most of the sports events on campus to take pictures and record the scores and highlights. Arranged and edited the photos and artwork of the yearbook. The current title photo of the school’s website is also my work.

9th, 10th ,11th,12th grade. all year, 40 (10-60) hr/wk, 40 wk/yr.

**Orchestras and Bands 2007-Present**

Play clarinet since 2nd grade. Served as 1st clarinet in 3 school orchestras in Canada. Played in the Parade of St. Patrick Day in North Jersey and in school, as well as weekly rehearsal.

9th, 10th ,11th,12th grade. all year, 40 (10-60) hr/wk, 40 wk/yr.

**Sports** 2017-present

* JV Soccer (Fall Sport) Played Center Halfback and served as quartermaster. We played the New England Region Tournament.
* JV tennis (Sprint Sport)
* Skiing (Winter Sport)
* Golfing: recreational

9th, 10th ,11th,12th grade. all year, 40 (10-60) hr/wk, 40 wk/yr.

**Annual Project Week of XXX School** 2018-2019

* For the 11th grade project week, helped the town library build a web site. Responsible for most of the art and visual work, including photography, video shooting, Photoshop, editing, and arrangement. Web site address: [www.townlibrary.org](http://www.townlibrary.org).
* For 10th grade project week, learned everything about flight. Studied aerodynamics and checked out what we learned in MIT’s wind tunnel. Observed the flight taking off and landings at the Logan Airport. Received flight training on R/C airplanes and flight simulators. On the last day, flew a Cessna 172 from a runway on a frozen lake, the only airport on the ice in the U.S.

9th, 10th ,11th,12th grade. all year, 40 (10-60) hr/wk, 40 wk/yr.

**Dojinshi (Self-published Works)** 2013-present

Participate in Dojinshi communities. Publish my artworks regularly on social networks like Instagram, lofter.com (blog), and weibo.com (micro-blog). Accumulated thousands of fans and subscribers who await my next post eagerly and offer helpful critiques and encouraging comments. The posts led to real contract art jobs.

9th, 10th ,11th,12th grade. all year, 40 (10-60) hr/wk, 40 wk/yr.

**Volunteer/Community Service (Best: Charitable kind)**

**Shepherd's Field Children's Village, Phillip Heyden Foundation Summer 2016**

Taught and cared for the youngest group at the orphanage. Escorted the ill and disabled ones to Shanghai for treatment. Hosted donor/visitor tours. Most kids were placed here due to disabilities or severe medical conditions. I was deeply concerned by their suffering and touched by their purest smiles and innocence, which were lost to me during the course of growing up. I came for a tour but stayed on to help out when I learned that there was a shortage of volunteers. Most people are generous monetarily but too busy to volunteer their time. I plan to return next summer.

9th, 10th ,11th,12th grade. all year, 40 (10-60) hr/wk, 40 wk/yr.

**Volunteer, Agape Table Inc (Soup Kitchen) 2014-2015**

Weekly volunteering at the local soup kitchen, helping setting up tables, serving food, cleaning dishes and replenishing the storages.

9th, 10th ,11th,12th grade. all year, 40 (10-60) hr/wk, 40 wk/yr.

**Community Service of XXX School** 2017-present

* As part of the school community service, went to a community shelter to serve the seniors. Helped out with the daily chores, played games with them, listened to their stories and offered our companionship.
* Packed donated food items into food packs to be sent to Africa. It includes rice and beans and nutrients for a meal, to be given to refugees of war and drought.
* Participated in Food for All, a local public welfare community organization, to serve meals to the poor and elderly, and clean up venue after the activity.
* Participated in Angels of Athletic to help clean the sports field in school and prepare school athlete teams with their equipment and water supplies.

9th, 10th ,11th,12th grade. all year, 40 (10-60) hr/wk, 40 wk/yr.

**手头必备文件**

* 9年级以来的所有成绩单。有不少学校需要手填成绩：UC, UIUC, Rutgers
* 绿卡生：
  + 绿卡扫描件，正反面都要。
* 留学生：
  + 护照照片页和签证页扫描件。
  + 目前I-20扫描件。
  + 财务证明 （7万美元以上）

**填表信息**

下面是common app填表需要的信息。其它申请网站需要的信息可能会有一些差别。但是大同小异。

**个人信息**

姓名（护照拼法）：

学校用的英文名：

别名:

出生性别（呵呵，这是美国的政治正确）：

生日：

**地址（可以收到纸质文件的地址）**

永久家庭住址（英文拼法）：

其他地址（譬如学校或者住家的地址）：

**联系方法**

邮箱

电话(注明是手机还是座机):

其它电话(注明是手机还是座机):

**人口信息**

宗教：无

是否美军或者军属：否

种族：亚裔

**地理信息**

出生国家：中国

出生城市：上海

在美国居住年份：3

在美国国外居住年份：14

**语言**

通晓几种语言？5

（列举每种语言并说明是否第一语言，能否1、说2、读3、听4、写5、在家有没有说）

中文：第一语言，能否1、说2、读3、听4、写5、在家说

广东话：第一语言，能否1、说2、读3、听4、写5、在家说

英语： 1、说2、读3、听4、写

西班牙语： 1、说3、听

拉丁语：2、读4、写

**国籍/身份**

**如果是美国公民，请写明**

社安号：123-356-7890

如果是多重国籍将其它国籍列举出来：以色列，德国，日本

**如果持有绿卡，请写明**

社安号：123-456-7890

外国人登记号（A号，绿卡上找）：A123456890

A号过期日：12/31/2020

绿卡扫描件（需要上传）：绿卡.pdf

**如果是持有签证外国人，请写明**

国籍:中国

目前签证类型：F-1

是否需要学生或者交换学者签证：F-1

签证页扫描件：签证.pdf

**如果是外国人，请写明**

国籍:中国

**家庭**

父母婚姻状态（结婚/分居/离婚/同居）：结婚

在谁家住（父母家/父家/母家/监护人家）:父母家

你（学生自己）有孩子没有？几个？：0

**父母1**

类型(父，母)：父

活着: 活着

姓名（护照拼法）：巴拉克欧巴马

原姓(如果随夫姓):

出生国：美国国

职业：政治家

单位：美国政府

职称：总统

学历：博士

本科学校/学历/学位日期：哈佛/BA/1990-6

硕士学校/学历/学位日期：斯坦福/MA/1993-6

博士学校/学历/学位日期：斯坦福/PhD/1993-6

**父母2**

类型(父，母)：母

活着: 活着

姓名（护照拼法）：米歇着欧巴马

原姓(如果随夫姓): 欧巴牛

出生国：美国

职业：律师

单位：华盛顿牛街律师事务所

职称：合伙人

学历：博士

本科学校/学历/学位日期：哈佛/BA/1990-6

硕士学校/学历/学位日期：斯坦福/MA/1993-6

博士学校/学历/学位日期：斯坦福/PhD/1993-6

**教育**

**在读学校**

学校CEEB代码332628

如果没有代码需要给出学校的详细名称地址

譬如：

Jericho Senior High School

99 Old Cedar Swamp Rd

Jericho, NY 11753-1201

USA

Public

CEEB Code: 332628

入学时间：2013-9

是否寄宿学校：否

是否将从这所学校毕业：是

辅导员的姓名：John Doe

辅导员的称谓：Mr.

辅导员的邮箱：Jdoe@school.come

辅导员的电话：123-457-7890

**9年级开始读过的其它学校学校**

学校CEEB代码332629

如果没有代码需要给出学校的详细名称地址: xxx xxx

开始时间：2010-9

结束时间：2013-6

学校CEEB代码332627

如果没有代码需要给出学校的详细名称地址: xxx xxx

开始时间：2009-9

结束时间：2010-6

**学业中断**

休学？

提前毕业?

推迟毕业？

如果学习成绩不理想，这里可以写一篇250解释为什么。譬如生病休学3个月。

**大学课程（**9年级开始在哪几个大学上过几门课?）

每门课列举下面信息：3724

学校CEEB代码：

如果没有代码需要给出学校的详细名称地址

譬如：

Rhode Island College

600 Mount Pleasant Avenue

Providence, RI 02908

USA

CEEB Code: 3724

课程细节：课堂课

在线课?

课堂课? : 对

在高中举办？

有没有大学学分?： 有

有没有成绩单? ：有

有没有学位?

开始日期；2016-06

结束日期：2016-08

学位：夏校没学位

**在校成绩**

年级排名（不排名？）：1/532 （532个毕业生第一名）

年级大小（大约）：532

GPA几分制（4，5，7， 100， 4.0满分的是4分制） ： 4分制

GPA有没有加权？：有

**今年都修了哪几门课？**

请附上目前的课程表

学校是每年2学期制？3学期制？还是学季制(每年4个季度)？

**未来计划**

职业兴趣：医生

最高学历（本硕博）：博士

文书

大学文书就是学生展示自己卖点的广告软文。遵循知己知彼的兵家原则，我们下笔之前，需要知道大学的看点都有哪些，才好有针对性地写，不会海阔山空跑偏了。加州大学的文书题目最直接了当。8个题目就是8个看点。你可以借助着这八个题目将自己的卖点列一列。

1. Describe an example of your leadership experience in which you have positively influenced others, helped resolve disputes, or contributed to group efforts over time.领导才能
2. Every person has a creative side, and it can be expressed in many ways: problem solving, original and innovative thinking, and artistically, to name a few. Describe how you express your creative side.创造力想象力创新力
3. What would you say is your greatest talent or skill? How have you developed and demonstrated that talent over time? 才艺才能
4. Describe how you have taken advantage of a significant educational opportunity or worked to overcome an educational barrier you have faced. 克服困难的能力
5. Describe the most significant challenge you have faced and the steps you have taken to overcome this challenge. How has this challenge affected your academic achievement?迎接挑战的能力（和上一题类似。但是上一题是被动地克服困难。这一题是主动迎接挑战）
6. Describe your favorite academic subject and explain how it has influenced you. 专业兴趣。
7. What have you done to make your school or your community a better place? 社区服务，慈善活动。
8. What is the one thing that you think sets you apart from other candidates applying to the University of California? 其它与众不同的亮点。