**Demographic Information:** Name (Bold and Large so they can see it at the top of the page) address, phone number, email (email that you actually check, not school email, you won’t have it forever)

**Education:** Any honors, GPA, graduation date, High school attended

**School Extracurricular** activities that you are involved in, the years you have been involved, and any accomplishments or positions held within the organizations. (i.e. sports, clubs, student council, etc)

**Community Service** you have participated in while in high school. (I.e. community service experience, volunteering, etc)

**Work Experience:** Jobs (even babysitting or lawn mowing)

**References**: Make sure you ask them if they will be a reference for you.

Do you have any other traits, hobbies, etc. that make you stand out?

What is your intended major and what are your plans for after graduation?

**Tips:**

- Do NOT use a template

- Add descriptive statement for activities, work, etc.

- Do not use full sentences or paragraphs

- Spell Check

- Do not use abbreviations (ie. FCA) Most people won’t know what that is

- Keep it to high school activities (not things you did in 3rd grade)

- 2 pages maximum

- Have someone proof read it!