NOTE: Additional lines may be added in each section. DELETE all NOTE statements in red print before saving your resume. SAVE this file in a .doc, .docx, or .pdf format only.

Education	Degree(s)/Major(s)/Concentration(s)/Minor(s)
	 List Current Class Standing (incoming freshman, current freshman,
	sophomore, junior, senior, graduate)
	 If you are currently a college junior or higher, list the semester in
•	which you plan to graduate.
	List all other diplomas, certificates, degrees, etc.
	List institution, dates of attendance (mm/yyyy), date awarded
Awards and	Academic Recognition (eg: Chancellor's List, Dean's List, etc.)
Recognitions	List year recognition received
NOTE: Only include	Academic Recognition (eg: Chancellor's List, Dean's List, etc.)
relevant high school	List year recognition received
information that	Academic Recognition (eg: Chancellor's List, Dean's List, etc.)
would support your	List year recognition received
work or continued	
history of service during your college	
career.	
Scholarly	Name of Activity
Activities	Briefly describe the scholarly activity and list the month(s)/year(s) (i.e. thesis/research project conference procentation hence/encoded
	(i.e. thesis/research project, conference presentation, honor/special project, publication, study abroad, etc.)
	Name of Activity
	 Briefly describe the scholarly activity and list the month(s)/year(s)
	(i.e. thesis/research project, conference presentation, honor/special
NOTE: Only include	project, publication, study abroad, etc.)
relevant high school	Name of Activity
information that	• Briefly describe the scholarly activity and list the month(s)/year(s)
would support your	(i.e. thesis/research project, conference presentation, honor/special
work or continued history of service	project, publication, study abroad, etc.)
during your college	 Name of Activity Briefly describe the scholarly activity and list the month(s)/year(s)
career.	(i.e. thesis/research project, conference presentation, honor/special
	project, publication, study abroad, etc.)
Extracurricular	Name of Club/Organization/Activity
Activities	 List Position within organization and year (eg. President, Vice President, Member)
	 List name and date of award, if any received from this
NOTE: Only include	organization/activity.
relevant high school information that	Briefly describe participation in organization. Quantify when possible.
would support your	Name of Club/Organization/Activity
work or continued	• List Position within organization and year (eg. President, Vice President,
history of service	Member)
during your college	 List name and date of award, if any received from this
career.	organization/activity.
	Briefly describe participation in organization. Quantify when possible.

	Name of Club/Organization/Activity
	 List Position within organization and year(eg. President, Vice President, Member)
	 List name and date of award, if any received from this organization/activity.
	• Briefly describe participation in organization. Quantify when possible.
Work	List Name of Employer
Experience	Dates of EmploymentPosition held
NOTE: Only include relevant high school information that would support your work or continued history of service during your college career.	 Briefly list position responsibilities List Name of Employer Dates of Employment Position held Briefly list position responsibilities