1. **GOAL**: Your goal should be one or two sentences, which summarize your current academic and professional goals. Focus on an issue that you would like to resolve or an experience you would like to attain.

Example: Address the lack of health care resources in New York City low-income communities with a focus in the development of medical facilities for women in children in crisis.

Example: Pursue an education in the field of sociology that will provide me with the skills and experiences needed to promote environmental conversation in urban centers across the US.

Your Goal:

1. **PROFESSIONAL EXPERIENCE:** Include work, internships, research, etc.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Company  City, State | Position or Title | Duties and accomplishments | Department | From | To |
| Example:  Rosie’s Pretzels  New York, NY | Customer Associate | Assist customers with their selections and purchases  Stock all beverage centers, displays and windows | Customer Service | 08/14 | 12/14 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

✍ Create a separate document that includes the following information: Name of Supervisor, Contact Information (Email, Phone, and Address), Pay/Compensation History. In many instances, this information will be needed when completing an application.

1. **EDUCATION**: Include high school if within the last 5 years and all post-college education including college and special trainings.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Institution  City, State | Major, Concentration, and Degree/Certificate Type | Courses, Honors, etc. (Course Number) | Course Title | Semester | Year |
| Example:  Brown Univ.  Providence, RI | Biology with a Concentration in Women Studies | Biology 51 | Anatomy and Physiology | Spring | 2015 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

✍ On a separate document, record academic and professional references: Name, position, relationship to you, number of years you have had a professional experience with the person. Include their contact information (email, phone, address). This information will come in handy when you are completing applications. Make sure you inform any reference that you are applying for a scholarship and that you have listed them as a reference.

1. **Awards and Recognitions**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Organization | Award Title | Description | Month | Year |
| Example:  Kaplan Educational Foundation | Kaplan Leadership Scholar | Selected as one of seven Scholars in New York City are as a participant in prestigious leadership program and Scholarship. | Spring | 2015 |
|  |  |  |  |  |
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1. **Memberships:** Include professional, student, and community memberships

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| --- | --- | --- | --- | --- |
| Organization | Award Title | Description | Month | Year |
| Example:  Phi Theta Kappa | Inductee, Honor Society | International Honor Society of Community Colleges | February | 2015 |
|  |  |  |  |  |
|  |  |  |  |  |

1. **Technology and Technical Skills:** (Include any software, programming and technology skills. You may also list specialized or technical skills in other areas.

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| --- | --- |
| SKILLS | Describe Proficiency |
| Example: MS Work, Excel | High level of proficiency in Microsoft Word and Excel including advanced functions |
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|  |  |

1. **LANGUAGES:** List all languages you understand, speak, write and read.

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| --- | --- |
| Language | Level of Proficiency |
| Example: Spanish | Conversational grasp of language. |
|  |  |
|  |  |

1. **Leadership**: (Include all leadership positions within your educational trajectory and your community.)

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| --- | --- | --- | --- | --- |
| Organization  Department | Position or Title | Duties and accomplishments | From | To |
| Example:  Philosophy Club  Kingsborough Community  College | Secretary | Maintain all records of meetings and communication with college.  Design and distribute all organization announcements.  Ensure membership records are updated. | Fall 2015 | Present |
|  |  |  |  |  |
|  |  |  |  |  |

1. **Volunteer and Community Service**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Company  City, State | Position or Title | Duties and accomplishments | Department | From | To |
| Example:  Center for Family Life  Brooklyn, NY | Program Associate | Go into the community and distribute flyers and information on center services  Assist center visitors in completing intake forms | Community Outreach |  |  |
|  |  |  |  |  |  |

1. **ATHLETIC EXPERIENCES AND ACHIEVEMENTS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Organization, Team, Division | Position or Title | Duties and accomplishments | From | To |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**XI: ARTISTIC EXPRESSION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Performance or Art Piece | Role, Position, etc. | Description and Recognitions | Location | Date |
|  |  |  |  |  |
|  |  |  |  |  |