

CRAM CREW COLLEGE READINESS Résumé Worksheet

Name: _____ Address: _____ Phone: _____

Educational Information:

High School: _____

High School GPA (including scale): _____

Class Rank (including class size): _____

Standardized Test Scores: _____

College/University (if applicable): _____

College Credit Hours (if applicable): _____

College GPA (if applicable): _____

Fill this out before
your first session with
your consultant

- This will be the foundation of your résumé.
- Review your past extracurricular activities, awards, community service, and work and travel experience, and use it to fill out the worksheet.
- Consult your parent(s) and/or school guidance counselor for specifics—test scores, GPA, class rank, hours and dates for activities, and names of awards.

Extracurricular Activities:

(Years involved) (Name of organization) (Hours of participation)*

(Maximum of three bullet points of information)

Example:

11, 12 National Honor Society 2 hrs / 36 wks

• Helped with community service projects

*If you go to NHS for one hour per week for one school year, you would write 1hr/36wks.

Work Experience / Skills / Internship / Travel:

(Years involved) (Company name; position title) (Hours of participation)

(Maximum of three bullet points of information)

Community Service:

(Years involved)

(Name of organization)

(Hours of participation)*

(Maximum of three bullet points of information)

*For community service entries, list total hours of participation only, i.e. 20hrs

Leadership / Honors:

(Years involved)

(Position title)

(Maximum of three bullet points of information)