

- I. **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:

- II. **PROFESSIONAL EXPERIENCE:** Include work, internships, research, etc.

Company City, State	Position or Title	Duties and accomplishments	Department	From	To
<u>Example:</u> 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.

- III. **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
<u>Example:</u> 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.

IV. AWARDS AND RECOGNITIONS

Organization	Award Title	Description	Month	Year
<u>Example:</u> 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

V. MEMBERSHIPS: Include professional, student, and community memberships

Organization	Award Title	Description	Month	Year
<u>Example:</u> Phi Theta Kappa	Inductee, Honor Society	International Honor Society of Community Colleges	February	2015

VI. **TECHNOLOGY AND TECHNICAL SKILLS:** (Include any software, programming and technology skills. You may also list specialized or technical skills in other areas.)

SKILLS	Describe Proficiency
<u>Example:</u> MS Work, Excel	High level of proficiency in Microsoft Word and Excel including advanced functions

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

Language	Level of Proficiency
<u>Example:</u> Spanish	Conversational grasp of language.

VIII. **LEADERSHIP:** (Include all leadership positions within your educational trajectory and your community.)

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

IX. **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		

X. **ATHLETIC EXPERIENCES AND ACHIEVEMENTS**

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

VIII: **ARTISTIC EXPRESSION**

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