

Name: \_\_\_\_\_

Student Number: \_\_\_\_\_

## Senior Resume/Profile Sheet

*This form assists your college counselor and teachers in writing your recommendations. The more specific details you can provide, the more thorough your recommendation will be. This form will also help you complete the entire college application process, especially in writing admission essays and preparing for interviews. Please type your responses on additional sheets of paper to give the most detailed and comprehensive information.*

1. **School activities:** List the school-related activities you have participated in, your grade level, the amount of time per week spent on this activity, and your job duties and role(s) as a member of the school organization. Provide what you have gained or learned from each activity. Consider artistic, athletic, literary, community service, and student leadership positions.

**Example:** National Honor Society (11<sup>th</sup> -12<sup>th</sup> grade) – 1 hour per week

- Inductions Committee Member – Review new member applications, coordinate with NHS advisor and school administration for PHS NHS Induction Ceremony, and create ceremony program
- Learning Connections Tutor – Provide instructional support to fellow students and teach test-taking strategies to underclassmen

a. Which activity was the most important to you and why?

2. **Community Service Activities:** List volunteer service to include religious activities, hobbies, travel, music, art, and/or drama groups you participated in, the number of years, the amount of time spent per week, your position and job duties. Explain why each activity is/was significant to you.

**Example:** Special Olympics Volunteer (2010 – Present)

- Fall Festival Volunteer – Awarded medals to athletes and refereed volleyball matches (15 hours in October 2010 and October 2011)
- Polar Bear Plunge Fundraiser – Collected over \$1000 in donations for local Special Olympics affiliate (20 hours in January 2011)

a. Which activity was the most important to you and why?

3. **Employment/Internship/Job shadowing:** List jobs (paid and voluntary), describe your position, job duties, and provide hours per week.

**Example:** Denny's Restaurant in Pensacola, hostess (2010 – Present) – 15 hours per week

- Greet and welcome customers to restaurant
- Support staff by clearing and setting tables

4. Provide a list of awards and honors you have received (to include elected offices, academic, artistic, athletic achievements, etc.). Include a brief description of the award, date received, and why you were the recipient.

**Example:** Pensacola High School Science Fair (2009) – 2<sup>nd</sup> place for individual exhibit “Seed Growth”

5. Describe the academic accomplishment you are most proud of (a major paper, science experiment, artistic project, etc.) and describe why you take pride in it.
  
6. List your three most distinguishing or most admirable qualities. Explain how you exhibit these qualities in several sentences. I will use these answers to complete your common application.
  
7. Describe something unique about you.
  
8. Describe the biggest hardship you have overcome.
  
9. Provide an anecdotal/personal story that would let others know something about you as a person. (Consult with parents/guardians, coaches, friends if needed.)
  
10. How do you plan to become an active member of your college and the greater community? (Have you already reached out to specific college and community organizations? How will you use your interests to improve the world around you?)
  
11. What do you hope to accomplish in college and after college? Consider your career goals and your broader life goals.