



## NOTES:

***USE THIS WORKSHEET TO TRACK AND HIGHLIGHT YOUR EXPERIENCES***

### **EDUCATION**

School:  
Major:  
Minor:  
GPA:  
Expected Graduation Date:

Academic Achievements: (academic awards, scholarships, recognitions, etc.)

### **VOLUNTEER ACTIVITIES**

Organization Name 1:

My Title and Duties:

Skills I Learned and Developed:

How I Contributed Through my Volunteerism:

Organization Name 2:

My Title and Duties:

Skills I Learned and Developed:

How I Contributed Through my Volunteerism:

### **LEADERSHIP**

Organization Name 1:

My Title and Duties:

Skills I Learned and Developed:

How I Contributed Through my Leadership:

Organization Name 2:

My Title and Duties:

Skills I Learned and Developed:

How I Contributed Through my Leadership:

### **GROUP INVOLVEMENT**

Organization Name 1:

My Title and Duties:

Skills I Learned and Developed:

How I Contributed Through my Membership:

Organization Name 2:

My Title and Duties:

Skills I Learned and Developed:

How I Contributed Through my Membership:



## **WORK/INTERNSHIPS**

**(Add more to a separate page if you run out of space)**

Organization Name 1:

My Title:

My Duties:

What I Did Well:

How I Know I was a Good Employee/Intern:

What I am Most Proud of:

Organization Name 2:

My Title:

My Duties:

What I Did Well:

How I Know I was a Good Employee/Intern:

What I am Most Proud of:

## **ADDITIONAL EXPERIENCES**

**(Add more to a separate page if you run out of space)**

Study Abroad

Where:

When and Length of Stay:

What I Studied:

What I Learned and Experienced:

Research Experience

Organization Name:

My Title:

My Duties:

What I Did Well:

How I Know I was Effective as a Researcher:

What I am Most Proud of:

Important Coursework

Name of Major project/ paper/research/experience:

What I Accomplished:

How my Knowledge Increased: