***The below template is the suggested format for the submission of resumes for admission. If you choose to not use this template, please be certain to include all of the information listed below in your resume.***

**Name**

**Address**

**Address**

**Email address**

**Education**

|  |  |
| --- | --- |
| College name 1 – location | Year of Graduation |
| Major(s)/Minors | Degree and GPA |

|  |  |
| --- | --- |
| College name 2 (if applicable)– location | Year of Graduation |
| Major (s)/Minors | Degree and GPA |

**Academic Awards** (if applicable)

|  |  |
| --- | --- |
| Award(s) Title | Year of the award |
| Award description  |

**Paid Work Experience**

|  |  |
| --- | --- |
| Agency/Business/Entity name | Dates worked (mo./yr to mo./yr) |
| Your title | Approx. hours/wk |
| Name/title of supervisor |
| Primary duties/responsibilities (please be detailed): |

*(delete or copy the box below for additional entries as needed)*

|  |  |
| --- | --- |
| Agency/Business/Entity name | Dates worked (mo./yr to mo./yr) |
| Your title | Approx. hours/wk |
| Name/title of supervisor |
| Primary duties/responsibilities (please be detailed): |

**Volunteer Experience**

|  |  |
| --- | --- |
| Agency/Business/Entity name | Dates worked (mo./yr to mo./yr) |
| Your title | Approx. hours/wk |
| Name/title of supervisor |
| Primary duties/responsibilities (please be detailed): |

*(delete or copy the box below for additional entries as needed)*

|  |  |
| --- | --- |
| Agency/Business/Entity name | Dates worked (mo./yr to mo./yr) |
| Your title | Approx. hours/wk |
| Name/title of supervisor |
| Primary duties/responsibilities (please be detailed): |