***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 |

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

**Academic Awards** (if applicable)

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

**Paid Work Experience**  (please list in chronological order)

|  |  |
| --- | --- |
| 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** (please list in chronological order)

|  |  |
| --- | --- |
| 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): | |