



Activity Sheet Guideline

1. Work Experience: Please describe all full-or part-time jobs that you have had, as well as any internships you have done.
 - Name of Company
 - Position
 - Dates of Employment
 - Hours per Week
 - Responsibilities/Duties
2. Awards/Achievements: List any awards you have received during your high school years. Please list them in order of importance.
 - Award
 - Year Received
 - Description of Award
3. Extracurricular & Personal Activities: List your activities (both inside and outside of school) including athletics, clubs, fashion-related activities, etc.
 - Activity
 - Grade Level(s)
 - Hours per Week
 - Description of Activity/Position Held (if any)
4. Volunteer Experience: Describe all volunteer activities, community service, and charitable events you have participated in.
 - Name of Organization and/or Event
 - Dates of Involvement
 - Hours Committed
 - Responsibilities