

I. GOAL: Summarize your current academic and professional goals in one or two sentences. Focus on an issue that you would like to resolve or an experience you would like to attain. Connect this goal to your academic plans and to the educational institution or scholarship foundation if possible. (A detailed description of your goal will be included in the application and/or your Personal Statement.)

Example: Pursue an education in the field of environmental science that will provide me with the skills and experiences needed to promote dialogue around conservation and sustainability in urban centers across the US.

Your Goal:

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II. EDUCATION: Include high school if within the last 5 years, all post-college education, and special trainings.

Institution, City, State	Level of Completion	Year(s)	Courses (Numbers and Titles)	GPA (cumulative and in concentration) , Class Ranking

III. AWARDS AND RECOGNITIONS

Organization	Award Title	Description	Month	Year

IV. MEMBERSHIPS: Include professional, student, and community memberships

Organization	Award Title	Description	Month	Year

V. TECHNOLOGY AND TECHNICAL SKILLS: Include any software, programming and technology skills. You may also list specialized or technical skills in other areas.

Skills & Tools	Level of Proficiency

VI. LANGUAGES: List all languages you understand, speak, write and read.

Languages	Level of Proficiency

VII. LEADERSHIP: (Include all leadership positions within your educational trajectory and your community.)

Organization Department	Position or Title	Duties and accomplishments	From	To

VIII. VOLUNTEER AND COMMUNITY SERVICE

Company City, State	Position or Title	Duties and accomplishments	Department	From	To

IX. ATHLETIC EXPERIENCES AND ACHIEVEMENTS

Organization, Team, Division	Position or Title	Duties and accomplishments	From	To

XI: ARTISTIC EXPRESSION

Performance or Art Piece	Role, Position, etc.	Description and Recognitions	Location	Date

X. PROFESSIONAL EXPERIENCE: Include work, internships, research, etc.

Company City, State	Position or Title	Duties and accomplishments	Department	From	To

XI. ACADEMIC & PROFESSIONAL REFERENCES

On a separate document, record academic and professional references: Name, position, organization, relationship to you. Include their contact information (email, phone, address). Make sure you inform any reference that you are applying for a scholarship and that you have listed them as a reference.

In case it is requested, create a separate document that includes the following work information: Name of Supervisor, Contact information (email, phone, and address), Pay/Compensation history. In some instances, this information will be needed when completing an application. However, this information should not be provided unless requested. (However, supervisors CAN be used as references if willing.)