

BRAG SHEETS/RESUMES/LISTS

From the moment 8th grade ends, your college application begins. It is important to keep track of your extracurricular activities, community services, honors and special accomplishments, summer internships, job/work experiences, career shadowing, and general interests such as hobbies. If the applicant waits until the fall of the senior year to collect this information, some of the items may be forgotten or s/he may not remember how many hours were spent doing an activity.

Keeping a brag sheet is sort of like creating your first resume. It is best to start this process as early as possible. One good way to start is to look at the applications that you will need to complete. The Common Application has sections for extracurricular activities, work experiences and honors/accomplishments. For example, if you donated time in a food drive, you will need to know how many hours a week and weeks per year were spent in that activity.

Here are some possible templates for your brag sheet:

Name: _____
 School: _____ State: OH

Extracurricular Activities	School Years	Significant Positions/Honors
Math Club	9, 10, 11, 12	AMC 10: School Winner, 109.5 (9) AMC 12: School Winner, score (11) AIME: Qualifier (9-12), 1 st in school (11)
Science Club	10, 11, 12	Vice-President (12) Case Western Reserve University Bridge-Building Competition (10)
Band	9, 10, 11, 12	Concert Band: 1 st chair trombone (9) Symphonic Band: 1 st chair trombone (10) Wind Ensemble: 1 st chair trombone (11,12) Marching Band: Squad leader (11, 12) Pep Band (9, 10, 11, 12) Pit Orchestra: <i>Wicked</i> (10)
Work Experience	School Years	Positions
Subway	10, 11, 12	10: 10 hrs. a week, all-year 11-present: 15 hrs. a week; Ass't. Manager three days a week

Extracurricular Activities	School Years	Hrs. per week/ Wks. per year	Positions/Honors
Spanish Club	9, 10, 11, 12	2/36	11: Treasurer 12: President
Robotics Club	10, 11, 12	5/26	12: President Won best design at Regional FIRST competition
Summer Experiences	School Years	Hrs. per week/ Wks. per year	Positions/Honors
Cleveland Clinic Internship	10, 11	40/10	Paid summer internship in X-Ray Dept. at Cleveland Clinic in Cleveland, OH (\$ 7.00 per week)
Pre-Med Camp	9	40/3	Summer enrichment experience designed for students interested in a medical career. Lead project group presentation at parent day.

Awards and Honors	School Years	Description
National Honor Society	11, 12	Inducted member, 10/2010 12: Vice-President
AMC 10	9, 10	School Winner (9) 109.5 (10) 110.0
AMC 12	11	(11) School Winner 112.5
National Spanish Exam	9, 10, 11	1 st in district (10, 11) 15 th in state (11)

Hobbies & Interests	School Years	Hrs. Per Wk./ Wks. Per Yr.	Description
Reading novels	9, 10, 11, 12	7/50	Enjoy authors such as Ayn Rand, Tom Clancy, and Daniel Brown. Favorite genre: mysteries
Golf	9, 10, 11, 12	5/20	Avid golfer, usually play with family members or friends
Vintage clothing	9, 10, 11, 12	3/40	Avid collector of 1960's clothing.