



## 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