



Vita Builder

This tool will help you organize your activities, skills and achievements as you prepare to fill out college and scholarship applications. It creates a clear, structured document that you can refer to when completing applications, meeting with counselors or talking with family members about your plans.

Many students have strong experiences to share but may not always recognize them as important for college. This tool helps you name and describe what you have done in school, at home and in your community. A vita is like a resume, but it does more than list your education and work history.

It will help tremendously for you to have all your information in one place so you can copy and paste text from it directly into an application form. You can also send a copy to people you've asked to write you a letter of recommendation.

And the other trick is to update this regularly while you're in high school and college.

Step 1

List three strengths you are proud of and give one example of each. Think about the kinds of things that people come to you about for help and advice.

Step 2

Brainstorm your major accomplishments (from work, volunteering, education, church, clubs) and quantify them when possible. If you have certificates or letters, put them together in a folder or somewhere safe in case you are asked for a copy in an application.

Step 3

Without regard for wording, start listing everything you can think of for each heading: education, work experience, volunteering, awards, leadership, special skills, interests and activities.

Step 4

Refine your wording and fill in details under each heading. Use power verbs like:

Accomplished	Built	Communicated
Achieved	Calculated	Conceptualized
Approved	Chaired	Delegated
Assembled	Championed	Diagnosed
Boosted	Coached	Earned
Budgeted	Collaborated	Educated

Step 5

Download the template and add your information. Make it yours!

<https://idra.news/VitaTemplate>

(Note: The template does not have bullets or tables so that it will be easy to copy and paste text into applications.)