C. Outline Sample

The College Application Process

I. Introduction: pique the readers' interest—why is this of interest (to you)

II. Choose Desired Colleges
   A. Visit and evaluate college campuses
   B. Visit and evaluate college websites
      1. Look for interesting classes
      2. Note important statistics

III. Prepare Application(s)
   A. Write personal statement
      1. Choose interesting topic
         a. Describe an influential person in your life
            i. Favorite high school teacher
            ii. Grandparent
         b. Describe a challenging life event
      2. Include important personal details
         a. Volunteer work
         b. Participation in varsity sports
   B. Revise personal statement

IV. Compile Résumé
   A. List relevant coursework
   B. List work experience
      1. Walmart cashier
      2. Mowing & garden assistance
   C. List volunteer experience
      1. Tutor at foreign language summer camp
      2. Counselor for suicide prevention hotline

V. Conclusion—this project has helped prepare students for college