

HEALTH PROFESSIONS PANEL COMMITTEE LETTER ACTIVITY / EXPERIENCE / EXTRACURRICULAR DETAIL WORKSHEET

Use this worksheet to list below in chronological order, from more recent to past, your various activities, interests, research, publications, honors/awards, study abroad, internships, extracurricular involvement, work, volunteer and clinical experience throughout college and post-college (if applicable). Indicate date or duration of activity, e.g. June 2013 - August 2014 and please include hours per week for jobs and include total hours thus far for shadowing, volunteer work, and community service experiences that are ongoing or have been completed.

The activities, experiences and extracurriculars will be classified into two areas: **(1) Health and Science (2) Non-Science and Non-Clinical Employment, Service to the Community and Extracurricular Activities.** Health and Science will include a separate entry for each volunteer engagement in clinical /patient care/hospice/shadowing experiences, academic pursuits such as research, tutoring, and serving as a Teaching Assistant. Under Non-Science/Clinical Employment etc., include entries for all the work positions regardless of whether they are relevant to healthcare. In the description you may reflect on how these jobs have afforded you the opportunity to gain skills that will be relevant to your future health career.

This document may be as long as necessary since you will be listing in detail all of your volunteer and work experiences. After completing the worksheet and organizing all of your activities, experiences, and jobs. The NEXT step is to take all of this information and create a document that looks more like a RESUME but is NOT limited to one page. See the Health Professions Panel Committee Letter Resume TEMPLATE included in the **“Instructions and Overview of the Committee Letter Request and the Timeline for Medical, Dental and Veterinary Medicine Applicants”** handout on the HP website. This detail worksheet will also assist you in completing the Activities and Experiences section of the primary or centralized application to the Health Professions Program you are applying to.

Copy and paste this format to create as many entries as needed:

Position Held/ Role	Name of Organization & Institution	Name of Supervisor	Dates (start of experience to end)	Hours/Week	Total Hours

Describe briefly, what were your responsibilities. Include specific duties, accomplishments, events associated with the experience. If this was a research experience, include details about the study. For example; what was studied, what was your role in terms of procedures, designing experiments, techniques, will you be co-authoring a publication, etc.