UPREP FROM BRAG SHEET TO RESUME

Free resource

Turn your brag sheet into a clean, one-page resume for applications, co-ops, scholarships, and jobs, with examples for engineering, health, science, arts, creative and education students.

13 pages | Examples for every field | Application formats | Checklist



PREPARE FOR WHAT'S NEXT

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WHY BUILD A RESUME FROM YOUR BRAG SHEET?

Your brag sheet is a long, detailed record of everything you have done, written with no space limits. A resume is the opposite. It is a short, structured page that tells a reader, in about a minute, who you are and what you have done. Many scholarships, co-op postings, summer programs, and jobs ask for one, and some university applications ask you to list activities in a similar format.

The good news is that the hard part is already done. If your brag sheet has real details and numbers, building a resume is an editing job, not a writing job. You pick the strongest items, shorten them into one or two lines each, and arrange them in a clear order.

This guide shows you how to move from one to the other, section by section, with a bullet formula, before-and-after examples, formatting rules, and a checklist. It is written for high school students, so it assumes you do not have a long work history, and that is completely fine. The companion Google Sheet, the UPrep Brag Sheet and Resume Builder, keeps your activity record with hours and verifiers, builds resume bullets from a verb, a task, and a result, and tracks your community hours.

1 page	5 to 8	10 to 12 pt	1 formula
the usual student resume	strongest entries to include	a clean, standard font	action + what you did + result

IN THIS GUIDE

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KEY TAKEAWAYS

- ✓ Your brag sheet is the source. Pick the strongest entries and shorten each into one or two lines.
- ✓ Start each bullet with a verb, and end it with a result, ideally with a number.
- ✓ Keep everything true, and keep dates, hours, and roles the same everywhere you apply.

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IMPORTANT

A resume must be true and in your own words. This guide helps you structure and sharpen your own material. UPrep does not write resumes with invented content. Always check whether an application asks for a specific format, and follow that instead.

SECTION 1

1 WHAT GOES ON A STUDENT RESUME

A student resume usually fits on one page. Here is a standard order. Put the most relevant section first for the opportunity you are applying to.

Resume section	What goes in it	Where it comes from in your brag sheet
Header	Name, email, phone, city, and a link if relevant	Section 1: Basic Information
Education	School, expected graduation, relevant courses, honours	Section 2: Academic Highlights
Experience	Jobs, co-ops, and internships	Section 4: Jobs & Co-ops
Leadership and activities	Clubs, teams, and organizations, with your role	Section 3: Extracurricular Activities & Leadership
Volunteering	Community service with hours and impact	Section 3 (volunteer entries)
Projects	Independent or class projects with outcomes	Section 2: independent projects and research
Awards	Academic and non-academic recognition	Section 2: awards and recognitions
Skills	Tools, languages, and certifications you actually use	Any section

What to leave out:

- A photo, your age, or any personal information that is not needed
- A full street address (a city is enough)
- Every activity you have ever done. Choose the strongest 5 to 8 entries.
- "References available on request." It is understood.
- Objective statements like "Seeking a position where I can grow." If you want a summary, make it two specific lines.

TIP Choose the order of your sections based on the audience. For a scholarship about leadership, lead with Leadership. For a co-op, lead with Experience and Projects.

SECTION 2

2 THE BULLET FORMULA

Every bullet on your resume should answer two questions: what did you do, and what changed? Your brag sheet already asks you to use the x-y formula ("I did x, which resulted in y"). On a resume, you start with a strong action word and end with the result.

The formula:

Action verb + what you did + result (with a number if you can)

BRAG SHEET NOTE	RESUME BULLET
"I was on the student council and helped plan events."	"Organized 4 school events for 300+ students as a Grade 11 council member, raising $1,200 for a local charity."
"I tutored other students in math."	"Tutored 6 Grade 9 students weekly in math for one year. Their average rose from 62 to 74."
"I worked at a restaurant."	"Served 40 to 60 guests per shift at a busy family restaurant and trained 2 new hires."
"I started a coding club."	"Founded a coding club with 18 members and led 12 weekly sessions on Python basics."

All of these are fictional examples, and your own numbers should be real and accurate.

Strong action verbs (use each only once per page):

Leading	Building	Helping	Improving
Led	Built	Tutored	Reduced
Organized	Designed	Coached	Increased
Coordinated	Developed	Supported	Streamlined
Founded	Created	Mentored	Improved
Managed	Launched	Trained	Simplified

Tips for strong bullets:

- Start every bullet with a verb in the past tense (or present tense for a current role)
- Keep each bullet to one or two lines
- Use 2 to 4 bullets for your strongest entries and 1 or 2 for smaller ones

- Add a number to at least half of your bullets: people, hours, dollars, events, weeks, or percent change
- If you cannot add a number, add a specific outcome ("so new members no longer had to ask where to start")

TRY THIS

Take your three strongest brag sheet entries and write each as a single bullet using the formula. Then ask: could someone who was not there picture what I did?

SECTION 3

3 BUILD IT SECTION BY SECTION

Header

- Your full name, in a slightly larger font
- A professional email address (your name, not a nickname)
- A phone number and your city and province
- A link to a portfolio, GitHub, or LinkedIn only if it is up to date and relevant

Education

- School name, city, and expected graduation year
- "Relevant courses" if they help (for example, Advanced Functions, Chemistry, Computer Science)
- Honours, such as honour roll or academic awards, if you have them
- Do not list your average unless the opportunity asks for it

Experience

- Employer, your title, location, and dates (month and year)
- 2 to 4 bullets with the formula
- Include part-time work, family business work, and informal work like babysitting or tutoring if you can describe what you did

Leadership and activities

- Organization, your role, and dates
- 1 to 3 bullets for your strongest activities
- Include what you did and what changed, not just that you were a member

Volunteering

- Organization, role, hours, and dates
- Add total hours and the impact, such as people served

Projects

- Project name, what it was, tools used, and the result
- Good for students without much work experience: a coding project, a science fair entry, a business you started, or a community initiative

Awards

- Name of the award, who gave it, and the year
- Give a short explanation if the award is not well known

Skills

- Include only skills you could discuss in an interview
- Be specific: "Python," "Excel," "Spanish (conversational)," "Adobe Illustrator"
- Do not rate yourself with bars or stars

COACH NOTE
Do not shrink the stories you care about to fit a template. Choose fewer entries and write them well. A short, strong resume beats a long, vague one.

SECTION 4
4 BEFORE AND AFTER

A real edit is mostly about replacing duties with actions and results.

BEFORE (A DUTY)	AFTER (ACTION AND RESULT)
"Responsible for social media for the club."	"Posted 3 times a week for the robotics club, growing followers from 80 to 240 in one semester."
"Helped at fundraising events."	"Ran the ticket table at 3 fundraisers, handling $2,400 in sales with no cash errors."
"Member of the debate team."	"Competed in 8 debate tournaments and placed in the top 5 at two."
"Worked at a grocery store."	"Stocked and organized 4 aisles during evening shifts, then trained to run the cash register after 2 months."

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BEFORE (A DUTY)	AFTER (ACTION AND RESULT)
"Good communication skills."	"Presented a 10-minute project to a class of 30 and answered questions for another 5."

All of these are fictional examples. If a number is an estimate, say "about" or "over," and be ready to explain it.

Common problems and fixes:

Problem	Fix
Starts with "Responsible for"	Replace with a verb that says what you did
No numbers	Look in your brag sheet or ask someone who was there
Every line sounds the same	Vary the verbs and the kinds of results
Skills section lists everything	Keep only what you can discuss
Two pages for a student	Cut to one, and keep the strongest items
Different details from your applications	Make dates, hours, and roles match everywhere

SECTION 5

5 FORMAT AND LAYOUT

Simple formatting is easier to read and works for any opportunity.

Length

One page.

Font

A clean, standard font such as Arial, Calibri, or Times New Roman at 10 to 12 points. Your name can be larger.

Margins

About 1 inch, or slightly less if you need space, but not so small that the page looks crowded.

Order

Reverse chronological within each section (most recent first).

Headings

Bold or capital letters, with a line or space between sections.

Dates

Use the same format everywhere (for example, "Sep 2025 to Jun 2026").

Bullets
Use simple round bullets and keep a consistent style.

Colour
One accent colour at most. Black text on white is safest.

Graphics
Skip photos, icons, charts, and skill bars. Some systems cannot read them.

File
Save as a PDF unless told otherwise, and name it clearly, such as "FirstName-LastName-Resume.pdf."

TIP Print it or view it at 100 percent. If it looks crowded or you have to squint, cut something.

SECTION 6

6 EXAMPLES FOR DIFFERENT FIELDS

Your resume should sound like the field you are applying to. These fictional before-and-after pairs show the same formula in different settings. Use them for the pattern, not the wording.

BEFORE (A DUTY)	AFTER (ACTION AND RESULT)
Engineering and computing: *"Member of the robotics team."*	"Wired and tested the drive base for a 20-member robotics team, rebuilding the power harness after a fault caused resets in 3 of 5 practice matches."
Engineering and computing: *"Made a game in Python."*	"Built a 2-player puzzle game in Python (about 600 lines), tested it with 12 classmates, and fixed 5 bugs they reported."
Health and life sciences: *"Volunteered at a care home."*	"Volunteered 60 hours at a long-term care home, delivering meals and running a weekly games hour for 8 residents. Trained 2 new volunteers."
Health and life sciences: *"Lifeguard."*	"Guarded a 3-lane pool for 120 hours over a summer and completed First Aid and CPR certification."
Science and environment: *"Entered the science fair."*	"Tested 3 soil mixes on 40 bean plants over 6 weeks, recorded growth every 3 days, and presented the results at the regional science fair."

BEFORE (A DUTY)	AFTER (ACTION AND RESULT)
Science and environment: *"Helped with a school garden."*	"Organized 8 volunteers to plant a pollinator bed and measured how many bee visits it received over one month."
Arts and humanities: *"Wrote for the school newspaper."*	"Wrote 9 articles and edited 4 more for the school newspaper. One piece on cafeteria waste led to a recycling pilot in two classrooms."
Arts and humanities: *"Member of model UN."*	"Represented a delegation at 3 model UN conferences, drafting 2 resolutions and negotiating with 5 other delegations."
Creative and performance: *"Painted for art class."*	"Completed a 12-piece portrait series for Grade 11 art and exhibited 4 pieces in a school show attended by about 200 people."
Creative and performance: *"Played in the band."*	"Played first clarinet in a 45-member concert band, performed in 6 concerts, and prepared a solo for the spring show."
Education and community: *"Tutored younger students."*	"Tutored a Grade 6 student weekly for 20 weeks. His quiz marks rose from 4 out of 10 to 8 out of 10."
Education and community: *"Coached soccer."*	"Coached a team of 12 Grade 3 players for one season, planning 10 weekly practices and managing parent communication."

Skills by field. List only what you can discuss, and be specific:

Field	Examples of specific skills
Engineering and computing	Python, Java, Arduino, CAD software, soldering, wiring
Health and life sciences	First Aid and CPR (with the certification date), WHMIS, patient-facing volunteering hours
Science and math	Lab techniques, data analysis in a spreadsheet, graphing, contest results
Arts, humanities, and social sciences	Research and citation, public speaking, languages with a level (for example, French, conversational)
Creative and performance	Software (Photoshop, Procreate, a video editor), instrument and level, a portfolio link
Business and leadership	Spreadsheet skills, budgeting, event planning, presenting

TIP If your best material is a portfolio, a performance, or a research project, put one link or one line near the top of the page and let the work speak. Do not try to describe a whole portfolio in bullets.

SECTION 7

7 USING YOUR MATERIAL IN APPLICATIONS

A resume is one way to present your brag sheet. Many Ontario applications ask for your activities in their own format, and the same entry can be adapted to each one. Always follow the format the program gives you.

Application	What it asks for	How to adapt a brag sheet entry
Schulich BBA (York) Leadership Profile	3 to 5 experiences. Each has a title, your role, a learning outcome of up to 1,500 characters, and a referee who can verify it.	Pick the 3 to 5 entries where you learned the most, then write the outcome as growth, initiative, and impact.
Western Ivey AEO	Two activities written as 500-word essays, up to five more in point form (seven in total), and a reference for each. Activities that earned school credit or were part of a co-op do not count.	Choose entries with real commitment and results, and write the point-form ones as resume-style bullets.
U of T Engineering Student Profile	An activity list where each entry needs a reference or proof from a teacher, employer, or supervisor, not family.	Use dates, hours, and a short result for each. Get your references lined up before you start.
Waterloo Admission Information Form	An activity chart that lists your hours (the chart covers January 1 to December 31, 2026 for Fall 2027 entry)	Add up your hours per activity ahead of time from your brag sheet.
McMaster IBH	A resume upload with the video interview.	Send your one-page resume, with the details you will be asked about.
Co-op job postings	A one-page resume and cover letter for each posting	Tailor the top third of the page to each posting.
Scholarships	Often an activity list or short essays	Match the activity to what the scholarship values: leadership, service, or STEM.
Queen's supplementary application	The Kira written and video responses. For Health Sciences, Queen's asks applicants not to send extra materials such as reference letters or a CV.	Do not upload one. Use the stories from your brag sheet in your answers instead.

WARNING

Keep dates, hours, and roles consistent across every form. Referees are asked to verify what you wrote, so a number that does not match their records can cost you the entry.

SECTION 8
8 FINAL CHECKLIST

- [ ] Everything is true, and I can talk about every line
- [ ] My name, email, and phone are correct, and my email address looks professional
- [ ] It fits on one page
- [ ] Every bullet starts with a verb and shows what I did or what changed
- [ ] At least half my bullets include a number
- [ ] Dates and details match my OUAC application and my other forms
- [ ] My strongest section comes first for this opportunity
- [ ] Spelling, grammar, and punctuation are checked twice
- [ ] Someone I trust has read it
- [ ] I saved it as a PDF with a clear file name
- [ ] I tailored it to this opportunity (even small changes help)

If you want a second set of eyes, UPrep offers Resume Build/Review ($30).

SECTION 9
9 KEEP IT ALIVE

- **Update your brag sheet every term,** then update your resume from it.
- **Keep a master resume** with everything, and cut a one-page version for each opportunity.
- **Add new results as they happen.** Numbers are easiest to remember when they are fresh.
- **Ask for feedback.** Teachers, counsellors, and mentors who read many resumes can spot problems quickly.
- **Re-read it before you send it,** every time.

TIPS, TRICKS & NOTES

Show, do not tell
"Led a team of 6" is stronger than "strong leader."

Specifics beat adjectives
Numbers and outcomes do the work.

Write for someone meeting you for the first time
Explain acronyms and unfamiliar club names.

Use the same details everywhere
A mismatch between your resume and your application raises questions.

Small activities count
A consistent responsibility can show reliability and initiative.

Do not exaggerate
Be accurate about your role, your hours, and your results.

Tailor, do not rewrite
Reorder sections and adjust two or three bullets for each opportunity.

Keep the brag sheet
It is the source of every resume, application, and letter you will need.

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IMPORTANT INFORMATION

UPrep provides guidance, strategy, and feedback to help students present the strongest possible application. Admission decisions are made solely by universities based on many factors outside anyone's control, and no specific outcome can be guaranteed. Resume examples in this guide are fictional and for illustration only. Always follow the format an employer, program, or scholarship asks for.

Sources (checked October 11, 2026):

- Schulich: Supplementary Application Details (schulich.yorku.ca/admissions/suppapp)
- Western Ivey: AEO Supplemental Application (ivey.uwo.ca/hba/admissions/aeo-supplemental-application)
- University of Toronto Engineering: Student Profile (discover.engineering.utoronto.ca/how-to-apply/student-profile-form)
- University of Waterloo: Admission Information Form (uwaterloo.ca/future-students/admissions/admission-information-form)
- McMaster: Integrated Business and Humanities supplementary application (future.mcmaster.ca)
- Queen's: Supplementary Application FAQ (queensu.ca/admission/applying/supplementary-application-faq)

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How to Ask for a Recommendation Letter

Who to ask, when to ask, and what to say

PREMIUM

Written Supplementary Application Playbook

How to write activity descriptions, essays, and timed responses

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Supplementary Application Checklist

Find, track, and prepare every supplementary application

PREMIUM

Annotated Supplementary Applications

Sample supplementary applications, annotated in detail

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