

Minnesota Graduate School of Theology

Associate School Programs

Mailing Address
P. O. Box 29365
Brooklyn Center, MN 55429
(763) 560-9610

STUDENT RESUME (PORTFOLIO GUIDE)

Office Address
Boulevard Plaza Office Condos
7054 Brooklyn Boulevard
Brooklyn Center MN 55429

**DO NOT SUBMIT THE STUDENT RESUME UNTIL YOU ARE ADMITTED TO
THE MINNESOTA GRADUATE SCHOOL OF THEOLOGY.
CREDIT IS AWARDED FOR PROPER COMPLETION OF THIS ASSIGNMENT.**

Personal Data

Name (Last/First/Middle)	E-Mail Address	Date
Address		Date of Birth
City	State Zip	Place of Birth
Best time to contact you	() - Cell Phone	() - Home Phone

Note that each lettered entry has a Portfolio line which identifies the kind of supporting documents needed in the accompanying Portfolio. Attach extra sheets as necessary. Check the box in the right-hand column ☒ to indicate documentation is included in the Portfolio.

Education

High School	City, State	Graduation Date
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A – COLLEGE/UNIVERSITY

School Name City and State	Attendance		Major	Degree	No. of Cr.	<input checked="" type="checkbox"/>
	From	To				

PORTFOLIO: Official transcripts are required with school seal and registrar's signature

B – TECHNICAL/TRADE/MILITARY/VOCATIONAL SCHOOL

Name City and State	Attendance		Major	Instructional Contact Hours	<input checked="" type="checkbox"/>
	From	To			

PORTFOLIO: Certificates and diplomas are required (photocopies only)

C – HOME STUDY COURSES

Correspondence School Name City and State	Attendance		Subject	Hours of Preparation	<input checked="" type="checkbox"/>
	From	To			

PORTFOLIO: Certificates, transcripts, and diplomas are required (photocopies only)

D – APPRENTICESHIPS, INTERNSHIPS, HIGH PERFORMANCE RESPONSIBILITY (e.g., Aircraft Pilots)

Site	Attendance		Activity	Logged Time In Hours	<input checked="" type="checkbox"/>
	From	To			

PORTFOLIO: Certificates, flight logs, journal are required (photocopies only)

E – EMPLOYMENT HISTORY: Start with first job and progress in order of promotion and employer.

	From		To		No. of Months	Employer Name	Job Description	<input checked="" type="checkbox"/>
	Month	Year	Month	Year				
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								

PORTFOLIO: Letters from employers, supervisors, or peers are expected from most recent positions (photocopies only)

The Arts

G – PERFORMING AND CREATIVE ARTS

Describe performances in which you have taken part. Describe works you have created.	Name directors, producers, or tutors under whom you worked	Awards, prizes, and honors	<input checked="" type="checkbox"/>
1.			
2.			
3.			
4.			
5.			
6.			

PORTFOLIO: Artwork. Programs, tapes, photographs, citations, etc.

General

H – GENERAL LEARNING

Describe non-job related learning experiences that you feel justify credit	<input checked="" type="checkbox"/>

PORTFOLIO: Include a statement explaining why credit is justifiable

I – YOUR MOTHER TONGUE

(list languages you can use)

Identify your skills with appropriate code: E=Excellent; G=Good; F=Fair

Language	Since (Year)	Write (E,G,F)	Speak (E,G,F)	Read (E,G,F)	<input checked="" type="checkbox"/>

PORTFOLIO: Describe situations in which used. Provide samples of translations

J – MEMBERSHIPS IN PROFESSIONAL OR TRADE ASSOCIATIONS

Name of Organization	Years Active	Offices Held	Extent of Activity	<input checked="" type="checkbox"/>

PORTFOLIO: Membership cards or letters are required (photocopies only)

K – OFFICE HOLDER OR OTHER LEADERSHIP ROLE IN CIVIC, FRATERNAL, POLITICAL, OR RELIGIOUS ORGANIZATION

Name of Organization	Years Active	Offices Held	Extent of Activity	<input checked="" type="checkbox"/>

PORTFOLIO: Membership cards or letters are required (photocopies only)

L – AWARDS, CITATIONS, OR OTHER EVIDENCE OF ACHIEVEMENTS THAT HAVE BEEN RECOGNIZED.

Name of Organization	Type of Award	Year	Achievement	<input checked="" type="checkbox"/>

PORTFOLIO: Letters or awards are required (photocopies only)

M – SITUATIONS IN WHICH YOU HAVE BEEN AN OCCASIONAL LECTURER, PANELIST, INSTRUCTOR, OR TEACHER.

Name of Organization	When	Hours	Describe Your Participation	<input checked="" type="checkbox"/>

PORTFOLIO: Appointments, programs, syllabi, announcements, etc.

N – PROFESSIONAL AND TRADE PUBLICATIONS READ ON A REGULAR BASIS

List Name and Publication	<input checked="" type="checkbox"/>
1.	
2.	
3.	
4.	

PORTFOLIO: Copies of three or more recent articles you consider important to you professionally

O – PROFESSIONAL LICENSES/CERTIFICATES

List Licenses/Certificates	<input checked="" type="checkbox"/>
1.	
2.	
3.	
4.	

PORTFOLIO: Licenses and certificates (photocopies only) and dates of validity

P – TRAVEL

Foreign countries visited for one or more months	From	To	Purpose of trip	<input checked="" type="checkbox"/>

PURPOSE: Explanation of purpose and value of written statement

Q – INDEPENDENT STUDY AND READING. BOOKS AND PROJECTS OF PROFESSIONAL, AVOCATIONAL AND PERSONAL IMPORTANCE

For books, list author, title, city, publisher, and year of publication	<input checked="checked" type="checkbox"/>
PORTFOLIO: Annotated account of your readings	

R – WRITTEN MATERIAL

Manuals, technical writing, proposals, etc.	<input checked="" type="checkbox"/>
PORTFOLIO: Copies of material; supportive letters	

S – PUBLISHED MATERIALS

Books or articles, patents, copyrights, trademarks, etc.	<input checked="checked" type="checkbox"/>
PORTFOLIO: Copies of books and other important items	

T – PROFESSIONAL TEACHING EXPERIENCE

Description of what subjects taught and level or students	<input checked="" type="checkbox"/>
PORTFOLIO: Evidence of activities	

U – MILITARY SERVICE. ACTIVE – RESERVE

Branch of Service and Where Served		<input checked="checked" type="checkbox"/>
PORTFOLIO: DD215 (photocopies only)		

V – NOTES, REMARKS, AND MISCELLANEOUS INFORMATION

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