

Student Information Sheet: Personal Data Sheet (PDS)

What is a Personal Data Sheet (PDS)? a collection of clearly presented information that will provide a complete and accurate picture of you and your life experiences.

What are the different ways that I will use my PDS?

Your PDS will provide useful information about you, your activities and experiences as well as your interests and passions for:

- Letters of Recommendation,
- College applications,
- Job applications,
- Scholarships.

What is the difference between a PDS and a Resume?

Although some of the information on these 2 may be similar, both have different purposes.

- The purpose of the PDS is to provide more “general” information about you that presents who you are. It can serve many different functions. (see above)
- The purpose of the resume is to give information about you relevant to a specific job or position that you are applying for. In the resume, the employer is looking for how qualified you are for a specific job or position. (You will be working on a resume in the future)

Important parts of the PDS: (Information to be included on the PDS):

- Personal Information (also serves as contact information): Name, address, phone #, email address
- Education: Elementary, Middle, High School; GPA and class rank
- Career Objectives: field of interest, professional goals
- Personal Background: Family data, hobbies, interests
- Activities you participate in:
 - In school
 - In the community (Out of school)
 - Special recognitions
 - Work experience

Tips for writing an effective PDS:

Order: Try to list your most recent activities first.

When listing activities:

- Always begin a list with a verb (e.g. cleaned beaches, raised funds, served lunch to elderly...)
- Use specific verbs (instead of “helped,” use planned, organized, facilitated)

When listing Class Schedule:

- Indicate level of course (e.g. Biology Honors)

**DETAILING YOUR
PERSONAL DATA SHEET**

Name _____
Date _____ CAP Teacher _____

PERSONAL DATA SHEET TEMPLATE (Lesson 1 packet)

NAME (full name)
ADDRESS:
CITY, STATE (ZIP CODE)
(area code) PHONE NUMBER, (area code) CELL NUMBER
PROFESSIONAL EMAIL

EDUCATION

Elementary School Attended: _____ City, State (from _____ to _____)
Intermediate School Attended: _____ City, State (from _____ to _____)
High School Attended: _____ City, State (from _____ to _____)
High School Grade Point Average: _____
Class Rank: _____ out of _____ seniors

SCHOOL ACTIVITIES

Athletics:
Class Level:
Student Association:
Clubs:

COMMUNITY ACTIVITIES (OUT OF SCHOOL)

Volunteer Work:
Organizations:
Clubs:
Church Work:

SPECIAL RECOGNITION

Awards:
Scholarships:
Distinctions:

WORK EXPERIENCE

Name of firm:
(Include date you started, date ended, number of hours per day/week/month worked)
Duties of the job:
Any special benefits of the particular job:

CAREER OBJECTIVE

Fields of interest:
Professional goals:

PERSONAL BACKGROUND

Family Data:
(Parents' names, occupation of both parents, number of brothers and sisters, any
unusual data relating to your family)
Hobbies:
Interests:

ANY INTERESTING TRIPS OR PROJECTS DONE ON YOUR OWN TIME

CURRENT CLASS SCHEDULE

List all six courses in which you are currently enrolled

**DETAILING YOUR
PERSONAL DATA SHEET**

Name _____
Date _____ CAP Teacher _____

JANE L. DOE
2825 Ala Ilima Street
Honolulu, Hawaii 96818
Phone: 831-XXXX/Cellular: 555-XXXX
Email: jane_doe@yahoo.com

*Sample
Detailed PDS*

EDUCATION:

Valley Christian School	Missoula, Montana (1995-2002)
Moanalua Elementary School	Honolulu, Hawaii (2002-2004)
Moanalua Intermediate School	Honolulu, Hawaii (2004-2006)
Moanalua High School	Honolulu, Hawaii (2006-present)

Cumulative grade point average: 3.0 Class Rank: 75 out of 400

SCHOOL ACTIVITIES:

- Freshman Class Treasurer (9)
 - **kept** a complete record of the class' financial standings
 - **gave** an oral report at every meeting of all transactions
 - **headed** obligations and most financial matters
- Sophomore Banquet Committee Member (10)
 - **assisted** in banquet bid sales
- Junior Prom Committee Member (11)
 - **assisted** in prom bid sales
 - **helped** with decorations and favors
- Ethnic Day Committee (10), chairman (12)
 - **steered** cultural days of learning
 - **lead** activities on chosen cultures (e.g. Korea, Russia)

Notice the use of verbs to emphasize active involvement.
Note: Do NOT bold your verbs in your final PDS. The bold format used here is for emphasizing purposes only.

ATHLETICS:

- Soccer (2006-present)
- played forward
 - OIA West Player of the Year (2008)
 - OIA West First Team (2008 & 2009)
- Water Polo – Co-Ed (2006-2007)

CLUBS:

- Interact (10, 11,12)
- a community service club
 - weekly **helped** with beach clean up, fund raisers, or charity work (see community service list)
- Speech & Debate (10, 11,12)
- **competed** in the Original Oratory category, where students compose a ten minute speech, memorize it, and recite it for judging on content and delivery

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PERSONAL DATA SHEET**

Name _____

Date _____ CAP Teacher _____

COMMUNITY SERVICE:

- Great Aloha Run Volunteer (9,10, 11)
 - helped** set up water/refreshment stations
 - passed** out water to passing runners
 - encouraged** & cheered passing runners
 - helped** clean up used cups and sponges
- TOTAL HOURS VOLUNTEERED: 18 hours
- One Day Nursing Home Volunteer (10)
 - helped** to entertain & talk to elderly
- TOTAL HOURS VOLUNTEERED: 4 hours

CHURCH WORK:

- Church Youth Group member (9,10,11,12)
 - participated** in a variety of social activities & service projects
 - helped** plan and facilitate activities within the group
 - helped** coordinate & organize activities
- Sunday School Teacher (9)
 - taught** Sunday school every Sunday during the summer
 - coordinated** & **implemented** games

SPECIAL RECOGNITIONS:

- Honor Roll (9, 10)
- Player of the Year for OIA West Girls Soccer (11, 12)
- State of Hawaii All Star First Team (12)
- Hawaii Regional Scholastic Art Exhibit Participant
 - competed** to gain exhibition in the state's premiere art competition
 - selected** out of 975 entries statewide
 - selected** as 1 of only 281 competitors slated to advance

CAREER OBJECTIVE:

Fields of Interest: Soccer, Sports Medicine

Professional Goals: To take sports and soccer to the highest level possible, and to find a career in athletics or medical care

PERSONAL BACKGROUND:

- Family Data: Jack and Nina Doe, parents immigrated from Korea in 1975.
 - Donna, sister
- Hobbies: Art, playing soccer

CLASS SCHEDULE:

1	Japanese	Fukada	G101
2	Trig/Anal Geo	Cook	M205
3	English LA III	Voss	H303
4	Biology	Suyama	L203
5	Newswriting IB	Mitsuda	F303
6.	AP US History	Jose	P5

**DETAILING YOUR
PERSONAL DATA SHEET**

Name _____
Date _____ CAP Teacher _____

Personal Data Worksheet, Lesson 1: Detailing Your Personal Data Sheet

Directions:

Step 1: Use worksheet below to list your activities and accomplishments.

Step 2: Refer to the sample PDS provided, noticing the use of verbs to describe your active level of involvement.

Step 3: After gathering all the information here and familiarizing yourself with the PDS template given, create a draft of your PDS filling in as many sections as possible. (This is a **draft** so it may or may not look like the sample!)

GRADE 9 and 10

Honors and Awards:

- 1.
- 2.
- 3.

School Activities and Organizations:

- 1.
- 2.
- 3.

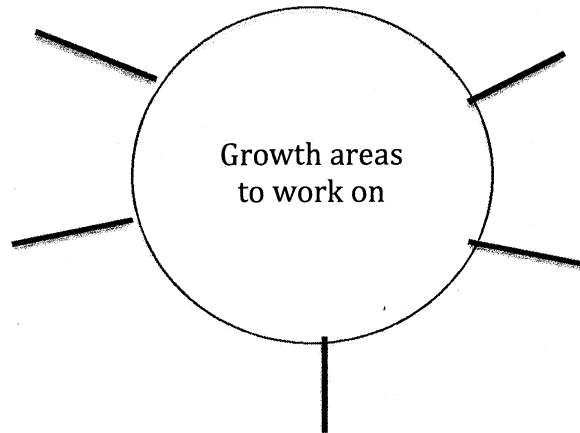
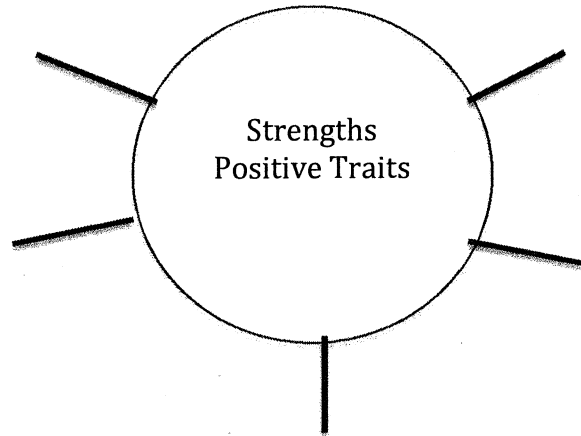
Community Activities and Organizations:

- 1.
- 2.

Interesting trips or projects done on my own time

Personal Data Sheet, Lesson 2: What Does My Personal Data Sheet Say About Me?

Scenario: You have asked your English teacher, Mr. Lee, to write a letter of recommendation for your college application and have given him the PDS you completed to help him. He is trying to organize his thoughts—this is the tool he is using. Put yourself in his shoes and use the information on your PDS to complete these circle maps.



Reflection Questions: Turn and Talk—Discuss the following questions with a partner.

- I am proud that I have accomplished the following so far in my life.....
- I have decided that I need to work on the following things by taking these actions.....