



Common Application Your Résumé & the Additional Information Section

Use the **Additional Information** section on the **Writing** page to share important résumé details that you could not fit on the **Activities** page. Start with a title like ***Additional Activity Details***, and copy sections of your résumé into the **Additional Information** text box – but copy only those activities that you feel you could not adequately describe within the confines of Common App’s 150-character limit.

Because **Additional Information** is a text box, it will lose any pretty formatting from your résumé, so after you copy everything you want into the text box, save the **Writing** page and then return to it so you can see how Common App messed up your formatting. No real problem — you can fix it by replacing any funny-looking bullets with asterisks or dashes, and you can replace any lost tabs with spaces. You can make use of **bold**, underline, and *italics* in this text box. There is a 650-word limit for this text box.

Because you submit each college’s application separately, include these résumé details in **Additional Information only** for colleges that don’t provide for a résumé upload in their **Supplement** or **Questions** page of the Common App, or through their application portal once you’ve submitted your application – and remove these résumé details for those colleges that do allow for a résumé upload. To easily “remove” these details from an application, just respond NO to the question immediately preceding the **Additional Information** text box: *Do you wish to provide details of circumstances or qualifications not reflected in the application?* (Yes, the information will still be there, but it’s “hiding,” and a college won’t be able to see it.) To later “put back” the details for another college, just change the NO answer to YES, and your **Additional Information** will reappear. Voila!

However, if you have other information to include in **Additional Information**, such as AP scores for which Common App doesn’t provide enough space or a short essay to explain a drop in grades, then you can’t just answer YES or NO as above since you’ll always want that other information included. In that case, save a copy of the résumé details from the **Additional Information** text box and remove/add it as needed, while always answering YES to the question about whether you’d providing details in **Additional Information**. And remember to title whatever other information you include in **Additional Information**, such as ***Additional AP Scores***, and use a long line of dashes or underscores to separate that information from the activity details that follow.