

## Self-Reported Grade Sheet Guidelines

To apply for on-campus recruiting opportunities, will need to submit your resume and cover letter, and for some employers who request an unofficial transcript, your self-reported grade sheet. To create your grade sheet, use the information on your most recent academic record, and create a Microsoft Word document. By submitting your self-reported grade sheet to organizations via Yale Career Link, powered by Symplicity system you are attesting that all grades listed are accurate and true. *Falsification of any materials will result in disciplinary action up to and including suspension.*

Once all documents are created and saved, follow the instructions in Yale Career Link, powered by Symplicity to upload your materials. All documents uploaded to Yale Career Link, powered by Symplicity are saved as .pdf or .html files; students should be sure to review each document once uploaded to confirm document formatting.

## Sample Self-Reported Grade Sheet

Joe Smith  
Trumbull College  
1 Hillhouse Ave., New Haven, CT 06520

Term	Course	Description	Grade	Credit
Fall 2016	ECON 115b	Intro Microeconomics	B+	1
	CHEM 225	Organic Chemistry	A	1
	CHEM 223	Lab for Organic Chemistry	A	.05
	HIST 261	The Cold War	CR	1

Continue entering your grades using the format above. Enter the information below only if your record contains a "CR" or a "W".

CR= Credit W= Withdrew