

THE COMPLETE GUIDE

**HOW TO  
CREATE  
AN OUTSTANDING**

**RUSH RECRUITMENT PACKET**

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# Anatomy of Your Social Resume

## Name

- use bigger font than the rest of the document
- You can add some color or bold it to make it stand out
- Include your first, Middle (if applicable), and last name
- If you have a nickname you should include that either here or under the "Personal Information" section

## University

- Include the university that you are about to attend or are currently attending
- Make sure you note your expected graduation date (ie. Class of 2028)

## Contact Info

- Use a direct phone number (ie. cell #), your home address and a professional email address
- When applicable, you may wish to add your social media accounts: many chapters review potential new applicants social media accounts almost as a "pre-recruitment resume" or way to get to know you prior to rush

## Personal Information

- You need to include your date of birth and major for recs
- Under hobbies, you should include things you like to do or places you have traveled- this will help launch a topic of conversation during party rounds
- Next list your parents first and last names (provide your mother's maiden name here), the college they attended, and their degrees. Note any military service here.

## Education

- List the name of your high school, location and year graduated
- Also include your weighted and unweighted GPA- most recommenders will have to know this for filling out forms so it is better to include this
- List your class rank (Note: if your school does not rank students, you need to write "School does not Rank Class")
- Next, provide your SAT and/or ACT scores
- Finally, list any AP, IB, Honors, and/or Dual Enrollment courses taken

## Honors & Awards

- Here is your place to show off all your hard work! Include every scholastic and extracurricular achievement you can think of during high school
- Make sure to include the date (Month/year) it was received

- Make sure to start with the most recent

### **Leadership**

- Start with the most recent
- Leadership roles are SO important on your social resume! As a member of a sorority/fraternity, you will have the opportunity to lead philanthropy events, plan mixers with other Greek groups, and so much more. Current members want to know that you are up to the task of taking on those leadership roles one day.

### **Extracurricular Activities**

- Name every club, team, activity or job (babysitting counts!) that you participated in during high school starting with the most recent
- Make sure to include the dates of participation (ie. Year or Month/Year)

### **Community Involvement**

- Here you can showcase your volunteer endeavors, starting with (you guessed it) the most recent
- If you tracked your cumulative volunteer hours, note it here!

### **Greek Affiliations**

- Here is where sororities & fraternities will look to find out if you are legacy (meaning if you have family ties to one or more sorority houses)
- List any family member who is or was Greek and note if they are alumnus/alumna or active
- If you have a family member that was an officer of their chapter- list it!
- Be sure to include the family members full name, the name of the sorority/fraternity, and the college

# How to Write an Outstanding Greek Recruitment Cover Letter

A good first impression can work wonders! Not only is your cover letter a polite and professional inclusion, but it is also an excellent chance for you to share important information with the people completing a RIF and LOS on your behalf. It gives you a chance to introduce yourself, share “why” you are going through rush and communicate important notes and/or deadlines. With that said, let's break down the key components of an OUTSTANDING greek cover letter!

## **Don't Forget!**

Your cover letter should be addressed to the person completing your recommendations, NOT the sorority/fraternity houses those recommendations will be forwarded on to.

### **Paragraph One: Greetings & Gratitude**

The first paragraph of your cover letter is where you want to introduce yourself and give thanks. The person writing your recommendation is taking time out of their day to make you sound amazing- let them know how much that means to you!

Example:

*“I cannot thank you enough for taking the time to complete a recommendation on my behalf! This fall, I will be attending University of Florida and intend to pursue a major in Biomedical Science.”*

### **Paragraph Two: The “WHY”**

Here is where you want to communicate why you are going through rush. Tell the person writing you recommendation letter what it means to you.

Example:

*“I am very excited to go through the sorority recruitment process in October. Being part of a sorority will help me develop strong ties and I will have the privilege of being part of a sisterhood forever. Thank you so much for making time in your schedule to support me by writing a letter of recommendation.”*

### **Paragraph Three: The Important Details**

In the third paragraph of your cover letter, give an overview of the items included with your rush packet. (ie. resume, high school academic information, a selection of photos, and a pre-addressed, stamped envelope, or email address to send digital packet to). (Note: some sororities prefer RIF & LOS sent electronically. In that case, this information should be sent with the appropriate email for them to send it to instead of a pre-addressed letter)

If there is a specific submission deadline that your letter-writer should be aware of, let them know by including the exact date they will need to submit your materials by.

Finally, if any of your academic information has changed or if you have received new honors/awards since printing your resume, you will want to specifically note that information in your cover letter (ie. if the GPA on your resume or transcripts are different as your final grades are released)

Example:

*"In this folder, I have included my resume, high school academic information, a selection of photos, and a pre-addressed, stamped envelope. Please note that letters of recommendation are due by September 23, 2023."*

### **Paragraph Four : Closing Remarks and Contact Info**

Use the last section of your cover letter to reiterate your thanks. If you haven't included your contact email, address and phone number elsewhere you can add it after your signature line. Finally, let your letter-writer know that they are welcome to contact you (with the contact information on your letterhead) if they have any additional questions after reviewing your information!

Example:

*"Thank you again for your time and for helping me begin this process! Please don't hesitate to contact me if you have any questions or need assistance in any way."*

# "How To"

## Video Resource Tool

Here are some links to a selection of YouTube videos\* to help you with the editing process. Click on the buttons below to get started.

How to edit & add text

How to change spacing between letters & lines.

How to upload and image

Note: this is also how you will import any desired icons from the included icon pack into Canva

How to change the image to your photo

How to download & print resume.

\*I do not own & did not create the videos provided. They are provided for reference and are not a part of the product being sold.