I. INTRODUCTION:

 A. Difficulty of knowing how/which university to go to

 B. Students often make the wrong decision

 C. There is a better way to handle this major life choice

 D. THESIS: Preparing carefully and systematically can make the process of applying to university much easier.

II. CHOOSE DESIRED COLLEGES

A. Visit and evaluate college campuses

1. Thoroughly research each university online
2. Call ahead of time to schedule your visit and campus tour

B. Visit and evaluate college websites

 1. Look for interesting classes

2. Note important statistics

III. PREPARE APPLICATION

 A. Write personal statement

 1. Choose interesting topic

 a. Describe an influential person in your life

b. Describe a challenging life event

 2. Include important personal details

 a. Volunteer work

 b. Participation in varsity sports

B. Revise personal statement

1. Remember to allow for cool-down time
2. Ask a parent or friend to read your statement and make suggestions

IV. COMPILE RÉSUMÉ

A. List relevant coursework

1. Do not include coursework outside your major
2. Do include high school leadership opportunities

B. List work experience

1. Describe the duties you performed in each job
2. Use specific action verbs

C. List volunteer experience

 1. Tutor at foreign language summer camp

2. Counselor for suicide prevention hotline

IV. Counterargument and Refutation

A. Counterargument:

B. Concession:

C. Refutation:

V. CONCLUSION: Importance of preparation

1. Restated Thesis
2. Choosing your top colleges carefully, preparing your application in advance, and writing a polished resume will help you be ready for the next big step in your life.
3. Concluding strategy: If you follow my advice, you can confidently choose the best university for you.