



Wednesday



A Personal Touch To The Application Process

The Resume

The most important list you'll ever make.

Pop Quiz!

What is the initial amount of time a college takes to review an applicant's file?

Answer:

5-20 minutes

How about the resume?

Answer:

It depends...what do you have to say??

What does the resume show that the rest of the application doesn't?



Why do you need a resume?

- A resume is an organized list that outlines your career as a high school student.
- Shows colleges and universities things you've DONE.
- “Things??”
 - Academic work/distinctions
 - Volunteer work
 - Extracurricular activities
 - Skills



Hidden Messages in the Resume

Resume

- Neat
- Well-organized
- Free of conventional errors
- Professional appearance

You

- Neat
- Well-organized
- Attention to detail/ pride in work product
- Careful & Competent- this application is not a joke/whim

Sections of a Resume

What do you *want* to say about yourself?

The Header

- What should be included? (All information should belong to YOU, not your parents!)
 - Name
 - Permanent and present address
 - E-mail address
 - Telephone number

- Where should contact information go?
 - Top of the page, centered, unless template you choose provides otherwise

Charlotte Student

123 Nottingham Forest Ln

Houston, TX 77079

studecha000@mysbisd.org

Education

- ❑ **Include all institutions that you attended in high school**
 - ❑ Rule of thumb in most cases: don't list anything from before high school
- ❑ **Dates: Reversed chronological order**
 - ❑ Most recent to least recent
- ❑ **Be prepared to explain any gaps in education.**
 - ❑ Undergraduate institutions, regardless of whether or not you have a diploma, will want to know your reasons for taking any time off inside your four years of high school.
 - ❑ A resume that shows an uninterrupted 4 years of high school often speaks to whether or not a student can commit to an uninterrupted 3+ years of college.
 - ❑ **Honesty is always the best policy.**
 - ❑ A character flaw does not necessarily = a character rule.

Education

- Date or expected date of graduation**

- Graduation Date: May 2014
- Expected Graduation Date: May 2015

- GPA**

- Round down to the nearest tenth
 - 3.0 not 3.062
 - GPA: 4.0, Summa Cum Laude (class rank comes out in July)

- High School Information**

- Do not reference material from middle school unless you are continuing that program through high school
- Example: SBISD Dual Language Program

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EDUCATION:

8/2014- 5/2015

Stratford High School

Houston, Texas

8/2016- present

8/2015- 5/2016

International School of Kuala Lumpur

Kuala Lumpur
Malaysia

Experience

- ❑ **What's experience?**
 - ❑ Employment: full, part-time, self
 - ❑ Extracurricular Activities
 - ❑ Football team, Spartanaires, Anime Club, Tri-Theta, Cotillion
 - ❑ Volunteer work
 - ❑ Hospital volunteer, church mission trips, animal rescue
 - ❑ Community Involvement
 - ❑ Example: Boy Scouts/Girl Scouts, National Charity League, National Honor Society, etc.
- ❑ **Information about experiences**
 - ❑ Paid/unpaid
 - ❑ Title of position
 - ❑ Dates

Listing Responsibilities

- ❑ **DO NOT USE COMPLETE SENTENCES.**
 - ❑ Use bullet points containing concise phrases
 - ❑ Long-windedness inhibits clarity and takes up too much space.
 - ❑ Be concise while providing enough detail
- ❑ **Start each line with an action verb.**
 - ❑ Vary your choice of verbs to show versatility
- ❑ **Verb Tense:**
 - ❑ Present tense if currently employed/volunteering, etc.
 - ❑ Past tense if no longer employed/volunteering, etc.

Resume Action Verbs

Communication Skills

Addressed
 Advertising
 Amplified
 Arranged
 Authored
 Bridged
 Broadened
 Canvassed
 Cautioned
 Challenged
 Clarified
 Collaborated
 Composed
 Considered
 Consulted
 Contacted
 Conveyed
 Convinced
 Counseled
 Corresponded
 Defined
 Directed
 Discussed
 Drafted
 Edited
 Enlisted
 Explained
 Expressed
 Framed
 Forged
 Formulated
 Incorporated
 Influenced
 Informed
 Interacted
 Involved
 Marketed
 Mediated
 Negotiated
 Observed
 Outlined
 Presented
 Promoted
 Proposed
 Publicized
 Questioned
 Recruited
 Reviewed
 Scrutinized
 Solicited
 Spoke
 Summarized
 Synthesized
 Wrote

Creative Skills

Accentuated
 Acted
 Adapted
 Articulated
 Combined
 Composed
 Customized
 Described
 Diagrammed
 Displayed
 Designed
 Developed
 Directed
 Drew
 Entertained
 Established
 Exhibited
 Fashioned
 Formulated
 Founded
 Generated
 Illustrated
 Initiated
 Instituted
 Integrated
 Introduced
 Invented
 Modeled
 Modified
 Originated
 Performed
 Photographed
 Pioneered
 Planned
 Played
 Recorded
 Remodeled
 Revamped
 Revised
 Shaped
 Solved

Financial Skills

Administered
 Adjusted
 Allocated
 Analyzed
 Appraised
 Assessed
 Audited
 Balanced
 Bought
 Budgeted
 Calculated

Capitalized
 Closed
 Computed
 Corrected
 Determined
 Estimated
 Managed
 Marketed
 Measured
 Planned
 Prepared
 Programmed
 Projected
 Reconciled
 Reduced
 Researched
 Sold
 Solicited

Helping Skills

Accompanied
 Adapted
 Adjusted
 Advised
 Advocated
 Aided
 Amended
 Applied
 Arranged
 Assessed
 Assisted
 Attended
 Coached
 Collaborated
 Contributed
 Cooperated
 Counseled
 Demonstrated
 Diagnosed
 Educated
 Enabled
 Encouraged
 Ensured
 Expedited
 Facilitated
 Familiarized
 Furthered
 Guided
 Helped
 Partnered
 Prepared
 Prevented
 Referred
 Rehabilitated

Represented
 Resolved
 Served
 Simplified
 Staffed
 Supplied
 Supported
 Volunteered

Management Skills

Achieved
 Acquired
 Administered
 Analyzed
 Anticipated
 Appointed
 Approved
 Assigned
 Authorized
 Awarded
 Blocked
 Certified
 Chaired
 Changed
 Chartered
 Contracted
 Controlled
 Coordinated
 Decided
 Decreased
 Delegated
 Designated
 Developed
 Eliminated
 Enforced
 Enhanced
 Established
 Executed
 Expanded
 Finalized
 Generated
 Handled
 Headed
 Hired
 Hosted
 Incorporated
 Increased
 Initiated
 Instituted
 Led
 Managed
 Merged
 Navigated
 Organized

Originated
 Overhauled
 Oversaw
 Planned
 Plotted
 Predicted
 Presided
 Prioritized
 Produced
 Qualified
 Recommended
 Recognized
 Reviewed
 Scheduled
 Secured
 Selected
 Streamlined
 Stimulated
 Strengthened
 Supervised
 Terminated

Organizational Skills

Administered
 Adopted
 Advanced
 Allotted
 Arranged
 Assessed
 Blended
 Catalogued
 Categorized
 Centralized
 Classified
 Collected
 Compiled
 Consolidated
 Corrected
 Corresponded
 Distributed
 Earned
 Executed
 Filed
 Forged
 Formalized
 Generalized
 Inspected
 Lobbied
 Maintained
 Mapped
 Monitored
 Operated
 Organized
 Prepared
 Processed

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8/2016- present

Stratford High School

Houston, Texas

8/2015- 5/2016

International School of Kuala Lumpur

Kuala Lumpur,
Malaysia

WORK EXPERIENCE:

2/01/03-5/15/04

Turk Fil-A
Cashier

Houston, Texas

- Took customer orders
- Prepared to-go bags for drive-thru
- Managed day-shift nugget line and prepared weekly schedules

Extracurricular Activities

- Anything for which you were *not* paid:
 - Club sports, clubs/societies of which you're a member, volunteer work, community involvement, events worked
- Reverse chronological order
- Items to include:
 - Company name
 - Title of position
 - Dates
 - Hours per day/week/month worked
 - City & State

EXTRACURRICULAR ACTIVITIES:

- | | | | |
|----------------|--|----------------|--|
| 8/2014- 1/2015 | Museum of Fine Arts, Houston | Houston, Texas | <i>Junior Docent</i>
3 hrs/week 6 months/year |
| | | | <ul style="list-style-type: none">• Monitored the aquatic animal touch-tank• Demonstrated techniques for holding small aquatic animals |
| 1/2015-5/2016 | Texas Children's Hospital, West Campus | Katy, Texas | <i>Volunteer</i> |
| | | | <ul style="list-style-type: none">• Sanitized examination rooms• Prepared beds for new patients• Read to patients in the waiting room |
| 5/2016-12/2017 | Soccer Jocks | Houston, Texas | <i>Team Member</i> |
| | | | <ul style="list-style-type: none">• Scheduled weekly practices• Traveled to multiple cities to play in tournaments• Managed team equipment |

Honors & Awards

- ❑ Reversed chronological order
- ❑ Keep in mind that you will not know anything regarding class rank until the second semester of your senior year.
 - ❑ Thus, don't include distinctions you believe you may get, like Valedictorian, Salutatorian, etc. before you have been officially named in May of your senior year.

HONORS AND AWARDS

- 5/2018 Recipient of Character Without Question Award Houston, Texas *Stratford High School*
Awarded annually to by staff and administration to one outstanding student
- 4/2017 National Honor Society Houston, Texas *Member, Stratford High School*
- 5/2017 - Employee of the Month, Kroger Houston, Texas *Kroger, Memorial Drive Location*
- Scheduled weekly practices
 - Traveled to multiple cities to play in tournaments
 - Managed team equipment

“Skills”??

- Technology Training/Certifications:
 - MS Word, Excel, PowerPoint, Access
 - Google Drive, Docs, Sheets, Slides
 - Apple Suite: Pages, etc.
 - Website design, etc.
- Language Skills:
 - *Fluent* in German and French
- Miscellaneous Skills:
 - Underwater basket-weaving
 - Drone Racing
 - Drawing
 - Singing

SKILLS

- | | | | |
|----------------|--|--|--|
| 5/2018 | Underwater Basket-Weaving Society of Houston | Houston, Texas | <i>Member</i> |
| | | <ul style="list-style-type: none">• Gathered monthly for meetings• Attended annual conference in Dallas, Texas | |
| 4/2017 | Drone-Racing Central | Houston, Texas | <i>Participant</i> |
| | | <ul style="list-style-type: none">• Raced drones of all shapes, sizes and motors with teammates from multiple states• Developed relationships with drone-racing specialists | |
| 5/2017, 1/2018 | Employee of the Month, Kroger | Houston, Texas | <i>Kroger, Memorial Drive Location</i> |
| | | <ul style="list-style-type: none">• Scheduled weekly practices• Traveled to multiple cities to play in tournaments• Managed team equipment | |

Bevo Longhorn

123 Guadalupe St.
Austin, Texas 78713
bevoxiv@texaslonghorns.com
UT EID: HOOKEM

EDUCATION

8/23/03-5/20/06

Longhorn Central High School

Austin, Texas

WORK EXPERIENCE

2/01/03-5/15/04

McBevo's (Austin, Texas)

Cashier

- Took customer orders and prepared feed bags for drive-thru
- Managed day-shift herd and prepared weekly schedules

3 hrs/week

6/11/05-8/01/05

Angus, Holstein and Angus, L.L.P. (Dallas, Texas)

Intern

- Assisted with preparation of civil rights motions related to the banning of cattle branding and sheep sheering practices

15 hrs/week

ACTIVITIES

10th-12th

(Includes extracurricular, community, religious and volunteer activities)

Longhorn Central High School Student Council

Member (10th-11th), Lead Horn (12th—Elected)

- Organized special movement of Longhorns to tutor horses, goats and sheep
- Represented the elder cattle in a "Eat More Chicken" leadership consortium

3 hrs/week

36 weeks/year

9th-12th

Longhorn Football Team

Water Bearer (9th-11th), Senior Water Bearer (12th—Elected)

- Provided crystal clear water for fellow steers

10 hrs/week

18 weeks/year

10th-12th

Save Our Skins Foundation

Member

- Organized an anti-skinning rally involving 250 cows
- Picketed a local leather manufacturer for 24 hours

1 hr/week

12 weeks/year

HONORS & AWARDS

9th

Texas' Shiniest Horns Award

- Selected from more than 850 longhorns in Central Texas

10th

All-District Horse Shoe Pitching Team

12th

Eagle Scout

SKILLS, TALENTS & ACHIEVEMENTS

Languages

- Fluent in mooing, huffing and stomping

Musical Instruments

- Played various horns since 3rd grade

Communication Skills

- Extensive experience mooing to large herds

Resume Dos

- ❑ Use action verbs
- ❑ Use short, concise phrases
- ❑ Use #, %, \$ amounts
- ❑ Keep resume easy to read- no fancy fonts
 - ❑ Stick to Times New Roman
- ❑ Keep resume about one page

Resume Don'ts

- Do not use the pronouns such as I, me, my, etc.
- Do not include references
- Do not make any misrepresentations
 - If you haven't already achieved it/joined it/won it, it doesn't yet exist.
- Do not include personal information
 - SSN, age, sex, height, weight, relationship status, photograph, etc....You are not on Facebook/Instagram/Twitter/SnapChat, etc.!

Need Additional Help?

Contact Your Grade Level Counselor by way
of the SHS Website

Special thanks to the following sources:

- "Resume Writing 101." *Utc.edu*. The University of Tennessee at Chattanooga, n.d. Web. 6 June 2017.
- "Expanded Resume." (n.d.): n. pag. The University of Texas. Web. 6 June 2017.
- "CC High School Resume Tips." (n.d.): n. pag. Klein Independent School District. Web. 6 June 2017.
- Strategy, Yale Office Of Career. "Resume Action Verbs." (n.d.): n. pag. *Yale.edu*. Yale University. Web. 6 June 2017.

The Importance of Rapport

The etiquette of asking for
recommendation letters.

What is rapport and why is it important?



Rapport is the connection or bond one person has with another.

Rapport with a teacher, mentor, counselor, or employer includes the daily exchange a student has with that adult, such as saying “hello” and asking about his or her day, and getting to know that person better. It also includes saying “good-bye” and/or “thank you” at the end of a class (or the end of a meeting with a counselor or the end of a work day). Remember to acknowledge the adult when you see him or her outside of context!

Asking someone for a recommendation letter who has a rapport with you will yield a more personal description of you, and that adult will be more invested in writing a positive letter for you to see you succeed.

Who should a student ask for a recommendation letter?

A student should ask a teacher, mentor, employer, or counselor who knows the student well.

A person who can include anecdotes about the student when describing him or her will sound like he really knows that student well.

A recommendation letter should include more than a list of the student's accomplishments that are already listed in the resume.

Making connections with teachers, mentors, employers, and counselors is important for many reasons, and the ability to have someone write about you sincerely and without using a fill-in-the-blank approach will help the student stand out more to the admissions committee.

What about asking a senior teacher for a recommendation letter?



Generally, teachers of seniors do not know their students well or cannot comment on their academic success in their classes yet until at least one grading period has passed.

If that is your best option, though, remember to make that connection with the teacher early on in the year and participate in class discussions.

After the first six weeks, it is reasonable, to ask if you have put yourself “out there.”

Continue your rapport with your teachers even after the recommendation letter is submitted!

Often, in the second semester of senior year, students need scholarship recommendation letters.

Consider what you are trying to achieve when you ask.

If you plan to major in the sciences and engineering, then at least one of your recommendation letters should be from a science or math teacher.

While it is important to ask a teacher who knows you well, you do need to keep in mind what your goal is.

If you are applying to major in business or communications, then asking someone who knows how you work with others will be helpful. Think about the sponsors of the organizations for which you have leadership experience.



Example recommendation letter for someone with rapport

I had the pleasure of meeting Haley Wilson this year, while I helped sponsor Tri-theta; however, her reputation preceded her. Last year, I heard so much about her diligence and perseverance from Mary Rouse, the English III AP teacher, who held Haley in such high regard and nominated her for the principal's award, which she did win last year. Working with Haley this year to organize the fundraiser for the Tri-theta dance and plan the actual event was such a positive experience. While this was my first effort at fundraising for an event, let alone orchestrating a dance, Haley was a seasoned coordinator of both since she is an officer in Student Council and knew how to initiate and carry out fundraising activities and organize the Homecoming dances. Thanks to her, we were able to raise enough money and put on a formal dance at the Marriott Energy Corridor with only two months of planning. Haley was always a step ahead of me. She helped design the t-shirts to be sold and had the t-shirt manufacturer contact. Even when the t-shirts were finished and ready for distribution, it was like Haley could read my mind. I was in the middle of trying to find out if the t-shirts could be delivered to my room, when in walks Haley with a dolly of boxes containing said t-shirts! It was also Haley who purchased decorations and delivered them along with cases of soda the day of the dance to the Marriott in pouring rain. Haley arranged for parent chaperones to help with the dance. I had to do very little because Haley was in charge (and she is not even president of Tri-theta). It is like she is a forty-year-old woman trapped in a high schooler's body!



When should a student ask for a recommendation letter?

Teachers always like to have **at least two weeks** to write a thoughtful recommendation letter. They are also busy planning and grading!

If you give a teacher less than that time, they may feel rushed and will not be able to write the letter or write one that is not as thorough and genuine as if they had more time.

Asking teachers to write a letter on short notice also says a lot about the student who is asking.

It is also fine for juniors to ask their teachers at the end of their junior year.

How should a student ask for a recommendation letter?

Always ask **in person**! Again, here is where your rapport with a teacher, mentor, or employer is useful.

Think about your timing. Ask before or after class or school, not when the teacher is engaged in conversation with someone else or in the middle of teaching.

Do not add a teacher to Naviance without asking first.

Once you receive a positive response, give the teacher a cover letter, copy of your resume, and brag sheet.

Be sure to let the teacher know how the recommendation letter should be sent to the universities--Naviance or in a sealed envelope?

Friendly reminders are always appreciated!

Since you are giving teachers a two week window to write the recommendation letter, it is fine to remind the teacher about the deadline if he or she has not already told you that he or she has submitted it, or if you don't see it in Naviance.

A few days before when you told the teacher you would like the letter submitted, you can e-mail or remind the teacher in person, again thanking him or her for taking time out of his or her schedule to help you.



Follow up with a thank you note!



Writing a recommendation letter for a student is a FAVOR, so be sure to write a thank you note within a week of the submission of your letter.

Of course, you did say thank you, but considering the time and contemplation the teacher took to write your letter, you need to write a note.

Also, you never know if you'll need a copy of the letter again for scholarship purposes. If you have written a thank you note for the first letter, chances are the teacher, mentor, counselor, employer will appreciate your gratitude and respond quickly to your second request.

What to write in a thank you note...



- Obviously, thank the recommender for taking the time to write a letter on your behalf.
- You can include what you enjoyed about the teacher's class/place of employment/counselor's commitment, etc...
- Write about how this letter will help you achieve your goal.
- At least write three to five sentences in the note. Use what you know about this recommender to compliment him or her.
- Write in pen!
- Use a notecard and also write the person's name on the outside of the envelope.
- Deliver in person, mail, or put in teacher's mailbox at school.

Mrs. Sharp,

Thank you so much for spending the time to write my recommendation letter! I am so thankful for all that you have done for me. I have had a wonderful time in your class and have learned so much this year. Again, thank you for the kind words

you said in the recommendation letter. You inspire me every-day to try my best. I am so grateful to have had you as a teacher this year.

Thank you,

Emma George

When else would a thank you note be appropriate to write?

Even if an adult did not write you a rec letter but helped you with any process of the college application, such as writing or editing the essays.

If you have an interview for admissions, you should write the person who interviewed you.

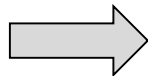
If someone gives you a personal tour of the college, writing a thank you note will show your appreciation and help establish or maintain rapport.

If you stayed with someone during a college visit, a thank you note is another way to solidify rapport with someone whom you would like to keep in contact.



How to address an envelope if you are sending a note.

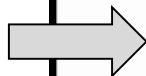
Your name
and address



J. Sender
456 Everywhere Blvd
Johnsontown St 45678



Recipient's full name
and address



Favored Recipient
123 Somewhere Place
Worchestershireville, ST
32133-5555

Placement of the notecard in the envelope

Put the front of the card facing out when sliding it into the envelope so that the recipient opens the flap of the envelope and pulls out the front facing him or her.



Writing tips to keep in mind



As in any situation, **remember your audience.**

Your audience, the recipient of your note or college admission essays, or reminder e-mail, dictates the kind of language and tone you use.

Your recipient of the notecard is your audience, so your language should be fairly formal and grammatical conventions should be applied.

Since teachers, mentors, counselors, and employers are educated, older people, you would not write the same to them as your friends.

Avoid: text speak and only using lower case letters, no matter how cute, especially to your English teacher!



What you learn today will help you tomorrow!



These tips about establishing and maintaining rapport, and how to use that connection appropriately to help you achieve your goal of getting into college is something that will continue into your college and employment experience.

You'll need recommendation letters and references from college professors to support your search for internship and research positions.

You'll also need references for jobs and graduate school if you plan to pursue a graduate degree.

Sometimes, college graduates work for a few years after college before pursuing a master's degree but will still need academic references, so maintain that connection with your college professors!



Do I have to do an interview: What do I need to know?

- The more prestigious, selective schools use interviews as an admission tipping criterion
- Read application materials to find out if interview required.
- If recommended but not required, GO FOR IT!
- TIP: Think of doing first interviews at least favorite colleges for practice!
- If interviewing and having a first visit to campus, schedule your interview on the second day, then prepare questions and tailor answers to school strengths.
- Set up interview a month or so prior to the interview.

Know This: Interviewers want to set you at ease, not set you up!



Formal and Informal Interviews

2 Types:

- **Formal**, on campus with dean or admissions staff member
 - How well you express yourself
 - What do you know about the institution
 - How you perform in an interview situation
- **Informal**, off campus, with alumnus or student representative on campus
 - How socially well-rounded you are
 - How you would fit on campus
- Setting and age of interviewer can indicate what to expect from interviewer
- What to wear:
 - Be comfortable, be yourself, neither too dressy nor too casual
 - No jeans or tennies; khakis and collared shirt, tie optional

The Interview: Some Suggestions

1. Don't hold back! Try to be as outgoing as possible.
2. Good handshake, good eye contact, confidence goes a LONG way
3. Ask good questions: don't be afraid of a deep dive: Ex: What's it really like as a student at _____; What's the one thing you wish you had known before you decided to go here; Would you recommend _____ to younger family members
4. Tell them: Why YOU?
5. Be socially graceful: there are many social events to attend as a student in a prestigious university

Remember: You're putting a HUMAN face on your application