

<p>Date: Dec. 8, 2021</p> <p>Grade Level: 12th</p>	<p>GHS Seminar</p>
<p>Recommended Sequence</p>	<p>Seminar Meeting</p>
<p>Objective(s) / Learning Target(s):</p>	<ol style="list-style-type: none"> 1. By the end of this Seminar session, students will understand the importance of the High School Resume. 2. Students will create a High School Resume that can be used for college applications and references. 3. Students will understand the correct procedure/protocol in regards to letters of recommendation.
<p>Materials Needed:</p>	<ol style="list-style-type: none"> 1. High School Resume & Letters of Recommendation Handouts (below) 2. Laptop/LCD projector
<p>Suggested Process:</p>	<ol style="list-style-type: none"> 1. Start off with “good news” – ask students to share anything positive that’s happened to them since the last time you met (could be school-related, extracurricular, etc.). You can even model this by sharing some good news of your own! <p><u>Seminar Activity</u></p> <ol style="list-style-type: none"> 1. Have students review their HS Resumés students have done. 2. Review some of the excellent examples of HS Resumés provided (scroll down in this doc.) <ul style="list-style-type: none"> • Looking at these, what do you see that make these stand out (do them one at a time) . . . 3. Go over the Letters of Recommendation Handout. 4. If time remains, let them start working on their resumes.
<p>OTHER CONSIDERATIONS:</p>	<p style="text-align: center;"><i>PLEASE MAKE THIS REALLY, REALLY CLEAR TO YOUR STUDENTS:</i></p> <p><i>Counselors, teachers, & administrators will not write letters of recommendation without a copy of a student’s High School Resume.</i></p>

Review What's in a HS Resumé and Look at some GREAT Examples!

Possible Sections for a High School Resume

- ✓ Education:
 - Class Rank
 - GPA
 - Important Coursework (AP, Honors, College Prep, Dual Credit, Advanced Scholars)
- ✓ School Activities
- ✓ School Honors/Awards
- ✓ Work Experience (always begin with the most recent experiences)
 - Example: Lifeguard and Swimming Lessons Instructor, Grinnell Aquatic Center, June of 2013 to present
- ✓ Community Service & Volunteer Work
- ✓ Hobbies & Interests
- ✓ Future Plans

<https://www.educationquest.org/resources/activitiesresume/>

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EDUCATION

Grinnell-Newburg High School, Grinnell, IA | Graduate 2020
GPA 3.739

Relevant Course Work

Composition I
Composition II
Nutrition
Human Growth and Development
Public Speaking
Sociology
Statistics
Social Problems

Skills Learned

Writing ability
Grammar ability
Healthy eating habits
Recognize typical and atypical behavior
Communication
Human relations
How to work Excel
World problems and their effects

EXPERIENCE

Waitress, The Dari Barn, Grinnell, IA | April 2017-Current

- served customer orders
- prepared at least 175 ice cream treats per day
- sanitized workstations
- checked supply inventory
- restocked products

Kids Club Supervisor, Prairie Lakes Church, Grinnell, IA | August 2019-Current

- cared for up to ten children ranging in age from two to five
- secured children's safety at all times
- modeled and enforced rules to teach manners
- encouraged positive behaviors, including patience with fellow teachers and children

Lifeguard, Grinnell City Pool, Grinnell, IA | June 2019-August 2019

- enforced rules to assure the safety of citizens
- assisted in swimming lessons
- monitored designated areas
- assisted in keeping the pool in good condition

EXTRACURRICULAR ACTIVITIES

- Future Farmers of America (FFA), 4 years
- Iowa Students for Tobacco Education and Prevention (ISTEPS), 4 years
- Fellowship of Christian Athletes (FCA), 4 years
- Big Brothers Big Sisters, 2 years
- High School Ambassador, 2 years
- Robotics, 2 years

José Niño High School Resumé

Leadership at Grinnell High School (2015-2019):

<u>Activity:</u>	<u>Position/Role:</u>	<u>Sponsor/Director:</u>
Courage/Kindness Retreat ('16,'18)	Ambassador	Youth Frontiers
Band Buddy ('16-'17,'19)	Mentor	Levi Dressler
Jazz Band ('16-'19)	Lead Player/Section Leader	Levi Dressler
Big Brothers Big Sisters ('17-'19)	Big Brother/Mentor	Ashley Grundler
Marching Band ('17-'19)	Section Leader	Levi Dressler
Curtain Club ('18-'19)	Officer/Thespian Clerk	Michael Hunter
Student Council ('18-'19)	Class Representative	Dwight Laidig
Concert Band ('18-'19)	Principal Player	Levi Dressler

Grinnell High School Band (2015-2019):

<u>Type:</u>	<u>Instrument:</u>	<u>Director:</u>
Marching Band ('15)	Trombone	Levi Dressler
Concert Band ('15-'16)	Trombone	Levi Dressler
Jazz Band ('15-'16)	Trombone	Levi Dressler
Marching Band ('16)	Trombone	Levi Dressler
Concert Band ('16-'17)	Trombone	Levi Dressler
Jazz Band ('16-'17)	Trombone	Levi Dressler
Marching Band ('17)	Trombone	Levi Dressler
Concert Band ('17-'18)	Trombone	Levi Dressler
Jazz Band ('17-'18)	Trombone	Levi Dressler
Marching Band ('18)	Trombone	Levi Dressler
Concert Band ('18-'19)	Trombone	Levi Dressler
Jazz Band ('18-'19)	Trombone	Levi Dressler

Grinnell High School Choir (2015-2019)

<u>Choir:</u>	<u>Voice Part:</u>	<u>Director:</u>
Varsity Choir ('15-'16)	Tenor	Roger Henderson
Concert Choir ('16-'17)	Tenor	Roger Henderson
Concert Choir ('17-'18)	Tenor	Roger Henderson
Concert Choir ('18-'19)	Tenor	Roger Henderson

Grinnell High School Theatre (2015-2019):

<u>Show Title:</u>	<u>Role/Position:</u>	<u>Director:</u>
Eurydice ('15)	Light Board Operator	Sam Newport
Once Upon a Mattress ('16)	Chorus	Michael Hunter
Superheros ('16)	Green Lantern et al	Katrina Sieck
Twelfth Night ('16)	Captain/Servant	Michael Hunter
Caucasian Chalk Circle ('17)	Sound Board Operator	Sam Newport
A Real Life Fairytale ('17)	Marshall	Zac Loftin
The Skin of Our Teeth ('17)	Sound Run Crew	Kate Baumgartner

The Little Mermaid ('18)	Chef Louis	Michael Hunter
The Trips ('18)	Lowell	Julien Moisan
Noises Off ('18)	Gary/Roger	Michael Hunter
Rosencrantz and Guildenstern are Dead ('19)	Tragedian	Kate Baumgartner

Grinnell Community Theatre (2015-2019):

<u>Show Title:</u>	<u>Role/Position:</u>	<u>Director:</u>
Seussical ('15)	Chorus	Michael Hunter
Music Man ('17)	Townsperson/Dancer	Michael Hunter

Grinnell High School Debate (2015-2019):

<u>Year/Season:</u>	<u>Type:</u>	<u>Coach:</u>
Fall ('15)	Central Iowa Debate League	Todd Crites
Winter ('15-'16)	Congressional	Todd Crites
Fall ('16)	Central Iowa Debate League	Todd Crites
Winter ('16-'17)	Congressional	Todd Crites
Fall ('17)	Central Iowa Debate League	Todd Crites
Winter ('17-'18)	Congressional	Todd Crites
Fall ('18)	Central Iowa Debate League	Todd Crites
Winter ('18)	Public Forum	Todd Crites

Grinnell High School Model United Nations (2015-2019):

<u>Year/Season:</u>	<u>Coach:</u>
Spring ('16)	Todd Crites
Spring ('17)	Todd Crites
Spring ('18)	Todd Crites
Spring ('19)	Todd Crites

Honor Bands (2017-2019):

<u>Event:</u>	<u>Instrument:</u>	<u>Chair:</u>
Little Hawkeye Conference ('17)	Trombone	Third
UNI Festival of Bands ('17)	Trombone	Fourth
Little Hawkeye Conference ('18)	Trombone	Eighth
SEIBA District Honor Band ('18)	Trombone	Fifth
UNI Festival of Bands ('18)	Trombone	Fourth
Little Hawkeye Conference ('19)	Trombone	First
SEIBA District Honor Band ('19)	Trombone	Fourth
UNI Festival of Bands ('19)	Trombone	Second

IHSMA Solo/Small Ensemble Festival (2015-2019):

<u>Event Type:</u>	<u>Rating:</u>
Trombone Solo ('16)	Division II

Brass Choir ('16)	Division II
Trombone Solo ('17)	Division I
Brass Choir ('17)	Division I
Vocal Solo ('17)	Division II
Trombone Solo ('18)	Division I
Vocal Solo ('18)	Division II
Trombone Duet ('18)	Division I
Brass Choir ('18)	Division I
Madrigal ('18)	Division I
Trombone Solo ('19)	Division I
Trombone Duet ('19)	Division I
Brass Choir ('19)	Division I
Mixed Brass Ensemble ('19)	Division I
Mixed Brass Ensemble ('19)	Division I
Vocal Solo ('19)	Division II
Madrigal ('19)	Division I

Note: Selected for the Outstanding Performance Award for Center 5 for Trombone Solo ('19)

Grinnell High School Curtain Club (2015-2019):

<u>Year:</u>	<u>Role:</u>	<u>Sponsor:</u>
2015-2016	Member	Elizabeth Hansen
2016-2017	Member	Elizabeth Hansen
2017-2018	Member	Michael Hunter
2018-2019	Thespian Clerk	Michael Hunter

IHSSA Large Group Speech (2015-2019):

<u>Title:</u>	<u>Event:</u>	<u>Rating:</u>
Breaking Badly ('16)	9th Grade Readers' Theatre	Division I at State
25th Annual Putnam County Spelling Bee ('16)	9th Grade Musical Theatre	Division I at State
[Unknown Title] ('17)	Varsity Choral Reading	Division I at State
Caucus the Musical ('17)	Varsity Musical Theatre	Division I at State
I'm Tired ('18)	Varsity Readers' Theatre	Division I at State
Rent ('18)	Varsity Musical Theatre	Division I at State
Urinetown ('19)	Varsity Musical Theatre	Division I at State
Rabbit Hole ('19)	Varsity Ensemble Acting	Division II at District

Note: Caucus the Musical was nominated as a All-State Non-Performing Musical Theatre for the Southeastern District in Iowa; Urinetown was nominated as a All-State Performing Musical Theatre for the Southeastern District in Iowa

Grinnell High School Big Brothers Big Sisters (2017-2018)

<u>Year:</u>	<u>Position:</u>	<u>Sponser:</u>
2017-2018	E-Mentor	Ashley Grundley

Grinnell High School Co-Ed Dance Team (2018-2019):

<u>Year:</u>	<u>Coach:</u>
2018-2019	Molly Loftin

Grinnell High School Student Council (2018-2019):

<u>Year:</u>	<u>Position:</u>	<u>Sponser:</u>
2018-2019	Senior Class Representative	Dwight Laidig

Grinnell College Symphony Orchestra (2017-2019):

<u>Semester:</u>	<u>Instrument:</u>	<u>Director:</u>
Fall ('17)	Trombone	Jaemi Loeb
Spring ('18)	Trombone	Jaemi Loeb
Fall ('18)	Trombone	Eric McIntyre

Volunteering

Assisting with Middle School Play (Sophomore and Junior year for 30 hours)
Set Construction for Theatrical Productions (All years of high school for 31 hours)
Big Brothers Big Sisters (Junior Year for 40 hours)
Student Council (20 Hours)
Own Your Words (10 hours)
Tree Workshop (7 hours)
Kids Against Hunger (All years of high school for 4 hours)
Large Group Speech Volunteering (Freshman and Sophomore Year for 15 hours)
Band Buddies (4 hours)
Canvassing for Iowa Democrats (Senior Year for 6 hours)
Assisting with Middle School Debate Team (Ongoing)

Honors

Honor Roll (3.5 GPA+ every trimester)
AP Scholar
2 All-State Large Group Speech Nominations
12 IH SMA Solo and Ensemble Division I Ratings
7 IHSSA Large Group Speech Division I Ratings at State
3x Little Hawkeye Conference Honor Band Participant
3x UNI Festival of Bands Honor Band Participant
2x District Honor Band Participant (SEIBA)
Outstanding Soloist Award for IH SMA Solo/Ensemble Festival

Sandra Skouson

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Grinnell, Iowa 50112

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Education

Grinnell Community Senior High School *Grinnell, Iowa*

Class of 2019; GPA of 4.00; Class rank of 6 of 133

Work Experience

Americorps *Grinnell, Iowa* - Reading Helper for Children

Summer 2018

Grinnell College Dining Hall *Grinnell, Iowa* – Dining Staff

Spring-Summer 2017

Fareway *Grinnell, Iowa* – Courtesy

Spring-Summer 2016

School Activities - all four years

Model United Nations - Eight conferences

Art Club - 3 years Officer, 1 year Co-president

Band - French Horn

Choir

Theater

Once Upon a Mattress - Lady Rowena

Twelfth Night - House Manager

Caucasian Chalk Circle - Props Run Crew

The Little Mermaid - Adella (Mersister)

12 Hour Life - Stage Manager

Noises Off - Props Run Crew

Rosencrantz and Guildenstern are Dead- Rosencrantz Act II

Speech

4 years Large Group - 2 All State Performing; 2 years Individual

Cross Country

Volunteer Experience

Davis Girls' Math Club

3 years

The Church of Jesus Christ of Latter-Day Saints

Regional youth council; Teacher; Leader; Mormon Helping Hands

Volunteering at Drake Community Library

Teenage Advisory Group; Summer Reading Program; Summer Reading with Kids

High School Ambassadors; Tree Project

Interests

Music; Books; Children; Biology; Math

Sandra Skouson

530 10th Ave Grinnell, IA 50112

641-260-1359

Born: January 14, 2001

Female

(Wgt.) GPA: 4.00

Eric/Amy Skouson

Molly 20

Amelia 16

Smith 11

Lucy 9

Work Experience

Americorps Grinnell, Iowa – Children’s Literacy Help

Summer 2018

Grinnell College Dining Hall Grinnell, Iowa – Staff

Spring-Summer 2017

Fareway Grinnell, Iowa – Courtesy

Spring-Summer 2016

School Activities – all (9, 10, 11, 12)

Model United Nations – Eight conferences

Art Club – 3 years Officer, 1 year Co-president

Band – French Horn

Choir

Theater

Once Upon a Mattress - Lady Rowena

Twelfth Night - House Manager

Caucasian Chalk Circle - Props Run Crew

The Little Mermaid - Adella (Mersister)

12 Hour Life - Stage Manager

Noises Off - Props Run Crew

Rosencrantz and Guildenstern are Dead-

Rosencrantz Act II

Speech

Large Group (9, 10, 11, 12) - 2 All State Performing

Individual (11, 12)

Cross Country

Volunteer Experience

Davis Girls’ Math Club (9, 10, 11)

The Church of Jesus Christ of Latter-Day Saints
(9, 10, 11, 12)

Regional youth council; Teacher; Leader;
Mormon Helping Hands

Drake Community Library (9, 10, 11, 12)

Teenage Advisory Group; Summer Reading Program; Summer Reading with Kids

High School Ambassadors

Tree Project

Academic Honors

Academic Letter (10)

Six successive trimesters of 3.5+ GPA

Lamp of Learning Pin (11-12)

Additional trimester of 3.5+ GPA (4 pins)

Academic Excellence Ceremony (10, 11)

Academic Plans – St. Olaf College

Interests

Music; Books; Children; Biology; Math

Letters of Recommendations

1. WHEN WILL I NEED LETTERS OF RECOMMENDATION?

You may or may not need letters for your college applications. More selective colleges will generally request letters of recommendations. Almost all scholarship applications will require a letter of recommendation or at least names of people who will serve as a reference.

2. WHOM SHOULD I ASK FOR A LETTER OF RECOMMENDATION?

Read the directions from the application carefully. Sometimes college applications want a reference letter from a particular core area, for example an English teacher. For scholarships, you may be asked to get one letter from school personnel and one from a source outside of school (your employer or pastor, etc.)

Try to pick people who know you personally, either through a course, or extra-curricular activities. For college applications it is best to get letters from recent teachers, normally those from junior and senior years. Hopefully you have made a conscious effort to build positive relationships with your teachers/counselors early on. Do not ask a family member, relative or close family friend to write you a letter of recommendation. (Exception – the close family friend is your teacher, coach, or activity sponsor)

Pick people who are willing to say good things about you. You know who they are. It's even a good idea to ask, "Do you think you could write me a good recommendation?" It is not common practice for reference letters to be returned directly to you. While some people will do this, do not be offended or think that you have been given a poor reference if your recommender does not let you see the letter.

3. WHAT SHOULD I DO ONCE I IDENTIFY THE PEOPLE I WOULD LIKE TO WRITE MY LETTERS OF RECOMMENDATION?

Once you have identified possible references, ask them if you could meet with them. Ask if they would be willing to write you a good recommendation for _____. It is important that the reference letters are tailored to the specific application. A letter supporting your admission to college may be quite different from a letter for a specific scholarship.

It is perfectly fine to ask the same person to write a letter of recommendation for college and scholarship applications, but make sure to provide your recommenders with detailed information so they are not confused as to the purpose of their letter. Many times you will need more than one letter. You should give your references a copy of the criteria that is listed on the application. It is also important to give them a copy of your High School Resume. Don't forget to tell them when the letter is due and what they should do with it. If they are supposed to mail the reference letter directly, you should provide them with an addressed/stamped envelope. Many scholarship reference letters will be returned to the Counseling Office.

Remember to be considerate of your references' time, and keep them well informed of any changes in advance. Give your references plenty of time to complete the letter, at least two weeks before your deadline. Most recommenders appreciate a reminder as the due date draws near. You could do this in person or via email.

4. ANYTHING ELSE?

*Yes, you should always thank the people who write you letters of recommendations. A verbal **and** a written thank you are most appropriate. They are taking their time to help you get accepted into college or to help you win a scholarship.*

