

<p>Date: Oct. 27, 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"> 2. Go over the High School Resume information (below) with your students. You can either cut & paste and email it to them, or you can run off a paper copy. 3. Stress the fact that a good High School Resume saves an enormous amount of time when filling out scholarship applications. 4. Encourage students to use the website given – it is a good one and produces nice resumes. 5. Tell students that their HS Resumes should be shared with their Counselor by the next Seminar. 6. If time remains, let them start working on their resumes.
<p>OTHER CONSIDERATIONS:</p>	<p><i>Counselors, teachers, & administrators will not write letters of recommendation without a copy of a student’s High School Resume.</i></p>

High School Resume

A high school resume can be very helpful when filling out scholarship applications. Most applications ask the same basic information, such as activities, honors/awards, work experience, and community service. When you create a resume with this information and continue to update it, you will save yourself a great amount of time when applying for scholarships. All of the information will be in one place. Sometimes you can even attach your resume instead of writing all of the information again. **You will also give your High School resume to those who write you letters of recommendation.**

Things to Remember:

First Impressions

There should be no grammar/spelling mistakes! Appearance IS important. It CAN be longer than 1 page. If someone is going to write you a recommendation using your resume, it better be looking like it's really professional like.

Be Honest

Give yourself credit for what you've accomplished, however, don't take credit for something you didn't do or didn't earn. Example: You didn't cure cancer nor did you help cure cancer.

Possible Sections for a High School Resume

- ✓ Education:
 - GPA
 - Important Coursework (AP, Dual Credit, Advanced Scholars) & Certificates (ServeSafe, OSHA, Welding, Auto Tech, YQCA, etc.)
- ✓ 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 2017 to present
- ✓ Community Service & Volunteer Work
- ✓ Hobbies & Interests
- ✓ Special Skills: How have you demonstrated the [Universal Constructs](#)?
- ✓ Future Plans

Write One!

Resume Resources: There are many good resources/templates for writing resumes online. However, since you will be creating a resume to be used for college & scholarship applications, it will look a little different than a job resume. The site below has a nice template for a High School/Activities Resume (you will need to create an account). Of course, it is fine if you use a different template or create your own.

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

(if you already have one, update it!)

