

<b>Date: September 20, 2017</b> <b>Grade Level: 12<sup>th</sup></b>	<b>GHS Seminar</b>
<b>Recommended Sequence</b>	<b>Seminar Meeting</b>
<b>Objective(s) / Learning Target(s):</b>	<ol style="list-style-type: none"> <li>1. By the end of this Seminar session, students will understand the importance of the High School Resume.</li> <li>2. Students will create a High School Resume that can be used for college applications and references.</li> <li>3. Students will understand the correct procedure/protocol in regards to letters of recommendation.</li> </ol>
<b>Materials Needed:</b>	<ol style="list-style-type: none"> <li>1. High School Resume &amp; Letters of Recommendation Handouts (below)</li> <li>2. Laptop/LCD projector</li> </ol>
<b>Suggested Process:</b>	<ol style="list-style-type: none"> <li>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!</li> </ol> <p><u>Seminar Activity</u></p> <ol style="list-style-type: none"> <li>2. Go over the High School Resume information (below) with your students. You can either cut &amp; paste and email it to them, or you can run off a paper copy.</li> <li>3. Stress the fact that a good High School Resume saves an enormous amount of time when filling out scholarship applications.</li> <li>4. Encourage students to use the website given – it is a good one and produces nice resumes.</li> <li>5. Tell students that their HS Resumes should be shared with you (Seminar teacher) and their Counselor by the next Seminar.</li> <li>6. Go over the Letters of Recommendation Handout.</li> <li>7. If time remains, let them start working on their resumes.</li> </ol>
<b>OTHER CONSIDERATIONS:</b>	<p style="text-align: center;"><b><i>PLEASE MAKE THIS REALLY, REALLY CLEAR TO YOUR STUDENTS:</i></b></p> <p style="text-align: center;"><b><i>Counselors, teachers, &amp; administrators will not write letters of recommendation without a copy of a student’s High School Resume.</i></b></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:
  - 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

## **Let's 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/>

# **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.*

