

Communications

WHEN IT COMES TO DEVELOPING A GOOD RÉSUMÉ, THINK QUALITY RATHER THAN QUANTITY.

INCLUDING A LAUNDRY LIST OF ACTIVITIES THAT ARE NOT MEANINGFUL TO YOU WILL BE OF NO VALUE.

BE SURE TO INCLUDE SKILLS, TALENTS, AND LESSONS LEARNED FROM YOUR ACTIVITIES AND EMPLOYMENT.

THE SKILLS YOU'VE LEARNED CAN TRANSLATE DIRECTLY INTO NEW JOB EXPERIENCES.

WHAT YOU NEED TO KNOW ABOUT RÉSUMÉS

Why do you need a résumé?

Putting together a comprehensive and quality résumé now will save you lots of time when you fill out college applications. It can be tricky to remember every club that you participated in, every leadership position held, and every honor or award earned throughout your four years in high school. If you consider your résumé a work-in-progress, it will grow throughout the years and will come in handy when you need it!

You may want to provide a résumé to those from whom you request a letter of recommendation. Include this list of accomplishments with scholarship applications and for job or internship interviews. Now that you understand all of the opportunities to use your résumé, let's get to work building it!

When do I start when drafting a résumé?

During your high school years, begin recording all your activities and accomplishments. Keep a list of awards, recognition and even personal triumphs. Create a file for your favorite essays or projects from school assignments. If you are an athlete, writer, musician, or drama student, begin a record of your best plays, concerts, and shows.

What should you include in your résumé?

- Personal Statement – Summarize the skills or characteristics that you want to emphasize with your résumé.
- Personal Information – Name, phone, e-mail address. For safety reasons, leave your home address off the résumé.
- Education – High school, advanced courses, honor rolls, as well as any college courses you have mastered.
- Skills and Accomplishments – Consider the skills you want to emphasize and offer examples on your résumé. Skill-based résumés are very popular with employers. Athletics, musical abilities, leadership through scouting, or school activities are all great examples!
- Volunteer Activities – School or community service as well as church groups or personal outreach activities.

Skill-based résumé

Imagine this scenario: Your parents are having a barbeque at your house when one of the guests tells you she is looking for part-time help this summer and asks you to send her your résumé? “Yikes,” you think to yourself. You’re only sixteen. You don’t have anything to put on a résumé. What should you do?

If you’ve been proactive and already pulled together a résumé, great job. But if you are more like the student in the above story, now’s the time to put together your first résumé. It’s not as difficult as you might think, and even if you don’t have any job experience, you can create a résumé that highlights the skills you’ve acquired through all your years in school, sports, music, volunteering, and hobbies.

Use the list below to help craft a carefully-worded résumé that allows you to take your everyday activities and turn them into job-related experiences. Here are some other words you can use:

Creative

Creative writing
Musical ability
Designing
Decorating
Baking
Composing
Building

Helping

Team Player
Good listener
Sensitivity
Compassionate
Counseling
Caring
Collaborative
Customer-oriented

Leadership

Decision making
Negotiating
Promoting
Risk-taking
Planning
Goal setting
Motivating
Selling
Trained

Outdoor

Agility
Strength
Lifting
Navigating
Yard work

Performance

Singing
Dancing
Acting
Performing

Communications

Writing
Editing
Debating
Reporting
Speaking

Coaching

Guiding
Tutoring
Teaching
Influencing
Training

Technical

Web design
Computer skills
Data input
Programming
Troubleshooting

Math/Science

Experimenting
Computing
Analyzing
Problem-solving
Measuring
Classifying
Budgeting

Here are a few examples to help you understand how skills translate to experience:

- **Junior soccer team coach** = Trained and developed the athletic skills of young athletes
- **Served brunch at local restaurant** = Provided customer service to a diverse clientele
- **Helped design school website** = Designed website for local school using HTML technologies

Another key component of a résumé is using strong, action verbs to describe your skills. Use this list to get started:

Appointed	Created	Formed	Initiated	Oversaw	Researched
Analyzed	Diagnosed	Forecast	Joined	Performed	Studied
Accomplished	Delivered	Filed	Led	Promoted	Surveyed
Achieved	Demonstrated	Founded	Managed	Planned	Strengthened
Acted	Determined	Gathered	Met	Purchased	Solved
Built	Documented	Gained	Motivated	Prepared	Taught
Balanced	Estimated	Handled	Marketed	Printed	Trained
Budgeted	Engineered	Inspected	Maintained	Published	Tutored
Classified	Earned	Inspired	Negotiated	Reasoned	Verified
Calculated	Eliminated	Investigated	Organized	Recommended	Wrote
Compared	Evaluated	Inventoried	Operated	Reviewed	Won

THINK OF
INTERVIEWS
MORE LIKE AN
EXCHANGE OF
INFORMATION
– THE COLLEGE
LEARNS MORE
ABOUT YOU
AND YOU LEARN
MORE ABOUT
THE COLLEGE.

COME PREPARED
TO ASK
QUESTIONS OF
YOUR OWN.
THIS IS YOUR
CHANCE TO LEARN
MORE ABOUT
A MAJOR YOU
ARE INTERESTED
IN, DISCUSS
OPPORTUNITIES
TO PARTICIPATE
IN SPECIFIC
CLUBS OR
ORGANIZATIONS,
OR TO LEARN
WHAT TYPE
OF STUDENT
IS GENERALLY
DRAWN TO THE
COLLEGE.

WHAT YOU NEED TO KNOW ABOUT INTERVIEW SKILLS

Why do colleges offer interviews?

College applications and essays certainly give schools a lot of information about you, but the opportunity to speak face to face with you allows admissions officers to learn more about you as a person. Interviews are also a great chance for you to explain or elaborate upon important points in your application.

What are the interviews like?

Interviews can come in many different forms. Some colleges will require them, others will recommend them, and some schools won't offer the opportunity. You may meet with an admissions officer, a member of the staff, a student, or an alumnus. Interviews can be formal or informal, on campus or in your hometown. Some are individual and some are panel style. Each school has a different policy for how interviews are handled. It is best to contact the admissions office or check online to learn about these policies so that you can be prepared.

How should I prepare?

Research colleges and make appointments: Check out colleges' interview policies and make appointments. Be prepared with a few different times that you are available to meet with an interviewer.

Review: Read through some common questions on the next page. But remember, there is always a chance the interviewer will ask an unanticipated or difficult question. Imagine how you will respond.

Practice: Give a list of questions to a family member, a friend, or mentor. Relax.... You are talking about something you are familiar with—yourself!

Accomplishments: List noteworthy participation in activities outside the classroom including athletics, clubs, religious organizations, scouts, musical and theatrical pursuits, extensive travel, and foreign exchange experiences.

Thanks! Be sure to send a thank you note to the person who invested time in your interview. A timely email is an appropriate format (make sure you include your name clearly in the subject line) as it allows for easy searching of your name for the admissions officer.

Interviews are only one element of your application process and rarely determine the outcome. But they can give you a chance to show the college why you are a perfect fit for their school!

Common questions you might be asked:

- Tell me about your friends?
- Tell me about your current school? What do you like about it?
- What are you looking for in a college?
- **Why do you want to attend this college?**
Remember to read about the school before you go to the interview. The interviewer will note your interest in the school if you have clearly done some research on the college.
- What are your future goals?
- How did you hear about this campus?
- What are you interested in studying?
- What is your favorite subject to study? Favorite extracurricular activity?
- What activities are you looking forward to continuing in college? Do you have any new ones you want to try?
- What are you most proud of?
- Whom do you admire and why?
- What do you do in your free time?
- Is there anything I failed to ask you that you would like to add?
- Do you have any questions you'd like to ask? — Be prepared with questions you can ask too!

Possible questions you can ask:

- What types of students are usually drawn to your school?
- **What kinds of additional programs are offered aside from the traditional four-year program?**
You can find out if the school offers study-abroad programs, unique degree programs such as a 3-2 or 4+1 option, co-op programs, internships in the community, and service-learning options.
- What are the housing options for your campus? Do students stay around on the weekend or do they head out of town?
- What are some of the biggest events held on campus? What are the most popular activities and traditions?
- Can you tell me more about ... my major, my sport, my club interest, etc.?
- What is the relationship between professors and students like?

YOU ONLY HAVE
ONE CHANCE
TO MAKE A
GOOD FIRST
IMPRESSION—
MAKE SURE THEIR
FIRST IMPRESSION
ISN'T A GLIMPSE
OF YOU
ONLINE DOING
SOMETHING
INAPPROPRIATE.

WHEN IS THE
LAST TIME YOU
"GOOGLED"
YOURSELF?
CHECK OUT
WHAT OTHERS
MIGHT SEE IF
THEY TYPE IN
YOUR NAME....

WHAT YOU NEED TO KNOW ABOUT SOCIAL NETWORKING

What's the big deal?

Facebook, Twitter, Instagram—social networking sites are a part of our lives, and they are great tools for keeping in touch. But are they more than that? Can they be a tool in your college search? Can they have a positive or negative effect on your future college admission?

First, the facts...

- While young adults are more likely to spend time on Snapchat and Instagram, a 2018 Pew Research report shows over 68% of American adults use Facebook, and Facebook is still king for colleges. Instagram and Twitter are popular with colleges, but if a student wants to learn more about a college on social media, it's best to check out Facebook.
- A 2018 Kaplan survey found that 57% of admissions officers believe it is okay to check out applicants' social networking pages during the application process and 40% actually did, but those numbers continue to decline for a variety of reasons including colleges being more mindful of student privacy, and students being more savvy about their online presence making it more difficult for admissions officers to find them online.
- 4% of public colleges and 14% of private colleges say they have rescinded a decision for a student after seeing something negative on his or her social media accounts! *2018 Kaplan survey

WHY NOT USE THESE SITES AS A WAY TO PROMOTE YOURSELF?

GREAT PHOTOS OF YOUR LAST VOLUNTEER EFFORT OR
COMMENTING ON A THOUGHTFUL BLOG ABOUT A CURRENT EVENT
TOPIC WILL SHOW THOSE LOOKING THAT YOU ARE AN INTERESTING
PERSON — SOMEONE WORTH NOTICING!

TIPS TO HELP YOU MANAGE SOCIAL MEDIA:

Control who sees each post you make - You can control who sees each and every post. Before you post a status update, link, photo, or anything else, make certain you have set appropriate privacy controls on the site.

Remove any photos or comments that could be seen as negative by an admissions officer - Anything with alcohol, drugs, illegal activity, or that is racially derogatory or sexually suggestive should be taken down. Remember that these types of posts show a person who isn't responsible — exactly the opposite of what colleges are looking for.

Check your profile often for unflattering tags - Make a point of looking for photos or posts by friends that you wouldn't want a college or potential employer to see.

COMMUNICATION TIPS

As you begin planning for college, you will find that you need to communicate often with teachers, mentors, counselors, admissions personnel, and other professionals. Learning how to write and speak with confidence will help you with each aspect of the college application process. Plus, you will show those with whom you communicate that you respect and appreciate their time. Follow these tips every time you send correspondence—no matter how short:

- First, begin with an appropriate email address for yourself. If you can, get one with your name in it. This email address allows those to whom you are writing to more easily locate your correspondence in their inbox.
- Always use proper grammar, spelling, and punctuation. It may sound obvious, but misspelled words will stand out in a letter and will detract from the message you are sending. Take the time to re-read your letter, use spell check or have someone else take a look at it before you send it!
- Begin your notes or letters with a salutation: “Dear Mr. Johnson” or “Good morning Ms. Perry,” for example. If you are sending a note to the admissions office at a college, try to find a specific name to send the letter to.
- Always start out with a more formal tone. Do not call someone by their first name, unless they ask you to do so. Avoid using “cutesy” language and emoticons – save ‘ttyl’ and “:)” for your friends. As you get to know someone through correspondence, you may relax this rule if it is obvious that he communicates that way with you.
- Try to avoid using slang. If the situation seems appropriate you can put the slang word in quotations.
- End all correspondence with an appropriate salutation. “Sincerely,” “Best regards,” and “Gratefully” are all fine. Thanking the person for their time or attention to the matter is also important.
- Finally, make sure you include your full name, phone number, and email address so that the reader has a way to connect with you in the future.

Twitter: It is easy and free to create an account on Twitter (www.twitter.com). You can follow colleges of interest or professional organizations in your field of study. These groups will send you “tweets” with pertinent information on events, deadlines, and opportunities. Additionally, some colleges are actually tracking if students are following them in these online forums. It’s a great way for you to demonstrate your interest in your top schools!

LinkedIn: This is a forum for professionals and more recently, colleges to network with potential hires, students, and those with similar interests. Set up a profile on this application (www.Linkedin.com) and network your way to internships and jobs! Under the “Interests” tab on the top ribbon, click “Education.” Then click on “Prospective student.” From here you will be able to research and follow schools of interest, discover career paths of graduates, and ask questions of current students and alumni. LinkedIn allows you to begin networking in your field today!