



**GUIDANCE
DEPARTMENT**

**COLLEGE
ADMISSIONS
MANUAL**

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I. INTRODUCTION TO THE COLLEGE ADMISSIONS PROCESS

The college admissions process can be an exciting time for both students and parents, but it is not without its stresses. The following manual is meant to provide information that is intended to help navigate the journey that is the college admissions process. Know that with approximately 4,000 colleges and universities nationwide, there is more than just one school that would be a good fit for you. But how do you know what it is you want?

The first step in the college admissions process is to sit down and think about the kind of person and student you are, and what you want out of a college. You may even get a notebook for the college admissions process and begin by jotting down some of the things that are important to you. Some questions to think about are:

- Why do you want to go to college?
- What are some of the things that you would like to learn about college?
- What do you see yourself doing with your life in five or ten years?
- What are some of the things that you are good at and what are some of the things that you like to do?

Also,

- How far away from home do you want to go?
- What kind of setting would you prefer—urban, suburban, or rural?
- How large or small of a school would be a comfortable fit for you?
- How motivated are you as a student?
- How much money can your family contribute to your education?
- Will you need to apply for financial aid?

These are just some of the questions that you may ask yourself as you begin to think about college. Certainly you are at a point in your life that to know yourself---the type of person and the type of student that you are---will help with the many decisions that are before you.

As you begin to think about these things, know that you are not in this alone. There are family members, teachers, and counselors who are there to help you along the way. If you have a question or don't know what to do---speak up. There is always someone there to help.

Our junior students are assigned alphabetically to the following counselors:

Students-----**A through F**-----see Ms. Pucko

Students-----**G through M**-----see Mr. Goldman

Students-----**N through Z**-----see Mr. Larkin

II. TIMELINE FOR JUNIOR AND SENIOR YEAR

Winter of Junior Year:

- Endeavor to make this your best semester ever!
- Participate in extracurricular activities
- Continue to think about your life after high school---college and career
- Tour college campuses during February vacation
- Consider taking a SAT or ACT test prep course

Spring of Junior Year:

- Register for SAT's on collegeboard.org and ACT at actstudent.org
 - If you are taking an AP course- take the SAT subject test for that course in May and the regular SAT exam in June
- Ask one teacher for a letter of recommendation for college
- Attend College Fair
 - Complete the career exploration surveys in Naviance
- Put together list of prospective colleges via college search in Naviance
 - Start building your resume on Naviance
 - Tour college campuses during April vacation

Summer of Junior – Senior Year:

- Visit college campuses
- Common Application becomes available on August 1- start it early!
- Register for Senior College Boot Camp

September-November of Senior Year:

- Register for SAT or ACT Testing
 - Prepare for testing, using collegeboard.org and actstudent.org can be helpful
- Use Naviance to decide which schools to apply to & when
 - Decide whether you are applying for Early Action/Decision or Regular Admission
 - You can also keep track of deadlines and which schools accept the Common Application on Naviance

- Work on College Essay
 - Post on Naviance as a journal entry so Guidance counselor can proofread
- Ask one additional teacher for Letter of Recommendation – you should have 2!
 - Update Resume on Naviance
- Make an account on Commonapp.org
 - Work on application, add colleges to application
 - Sign FERPA agreement on Naviance with Counselor
- October 1st- FAFSA is available on line fafsa.ed.gov
- Start filling out the *Profile*-available on Collegeboard.org – available October 1
 - This is a financial aid form many private colleges require
- October 15th – Transcript request forms* are due if applying Early Action/Decision
 - You submit, application, fee and test scores via test agency (collegeboard.org or actstudent.org)
 - Counselor will submit your transcript and letters of recommendation

December- January of Senior Year:

- December 1st- All transcript request forms for regular decision are due into your Guidance Counselor
 - Counselor will submit your transcript and letters of recommendation
 - You submit: application, fee and SAT/ACT test scores to your colleges via collegeboard.org or actstudent.org
- You have until your college deadlines to submit your application, we recommend all applications are submitted by Christmas vacation
- Do well on mid-year exams and second quarter- all mid-year reports will be sent to colleges that you have not received an answer from.
- Scholarship Information is available on Naviance

Archbishop Williams High School Code: 220415

III. WHAT TO LOOK FOR IN A COLLEGE.

As you begin to visit schools and after you have given some thought to what kind of person and student you are, then you are able to get an idea of what to look for in a college. As you look for schools keep in mind that you are in the market for an educational institution which will meet your needs. You also have to find a school with which you would feel comfortable. That is one reason why visiting schools is so important. Other things to consider as you check out some colleges:

- Do the colleges have the majors/minors that interest you?
- Are the dorms clean and comfortable?
- Do you like the food in the dining hall?.
- What is the average size of a freshman class?
- Are courses taught by professors or graduate students?
- Are internships/study abroad programs available?
- How safe is the campus?
- Are there extra-curricular activities that interest you?
- Are freshman allowed cars on campus?
- Are there things to do on weekends, or does the campus empty out?
- Where is the health clinic?
- Is extra help/tutoring available?
- What percentage of freshmen come back for sophomore year?
- Is housing guaranteed for four years?

IV. WHAT ARE THE COLLEGES LOOKING FOR?

Colleges want to make sure that a student is also a good fit for their school. When they accept and enroll a student it is with the intention that the student will graduate from the school. The first criteria will be the academic readiness for a student to succeed in their academic program. Often a school receives more applications from qualified students than a school can accept. Tough decisions have to be made. Generally speaking, colleges will look at the following criteria for admissions:

- How successful is the applicant in his/her high school coursework?
- How demanding has the student's course of studies been?
- What are the standardized test scores (if required)?
- How well written is the student's essay?
- What do the teacher and counselor recommendations say about a student?
- What is the student involved in? Any leadership positions?
- How motivated is the student?
- Does the student have any special talents?

V. DECISIONS, DECISIONS, DECISIONS...

As students begin to apply to their colleges, they should be familiar with the following terms. In addition, each year an increasing number of students are applying to their colleges online through the Common Application. This recommended process can save time and minimize errors.

Students may apply under the guidelines of one of the following:

- **REGULAR DECISION**
Colleges will publish their own regular decision deadline. It is very important for students to be aware of the deadlines of the colleges to which they will be applying. These deadlines may differ from school to school. It is important for a student to plan ahead of time to make sure all of the necessary documents are complete, done well, and sent prior to the respective deadline. For regular decision deadlines the guidance office asks that the applications be sent prior to leaving for the Christmas Vacation.
- **EARLY DECISION**
Sometimes a college will offer an Early Decision Program. This means that a student's application deadline will be early (November 1st is a typical early deadline, but check your individual schools to verify). From an Early Decision application, a student would receive a decision on the application around the Christmas Holidays. Three things can happen from an Early Decision application. A student can be accepted, denied or deferred. A student whose application is deferred means that the application will be reviewed again in the regular decision pool. A student applies under the Early Decision Program with the agreement that if accepted, he/she will attend. An Early Decision acceptance is binding. If a student is accepted through an Early Decision Program he/she must withdraw all applications made to other schools.
- **EARLY ACTION**
A college may also offer an Early Action Program. This means (like Early Decision) that a student would apply early (again typically around November 1st). They would then receive a reply from the college around the Christmas Holidays. A student can be accepted, denied or deferred from the Early Action Program. The main difference between Early Decision and Early Action is that Early Action is non-binding. That means that a student who is accepted under the Early Action Program is not under any obligation to attend that school. A student can apply to many Early Action colleges and he/she does not need to commit to a school until May 1st.
- **ROLLING ADMISSION**
Some colleges do not have a specific application deadline. Instead, they will offer a Rolling Admissions Program. In essence this means that an application is read shortly after it is completed and received. Notification is sent after a decision is made. It is helpful to apply early to a Rolling Admissions school because when the spaces are full then the admissions may close that particular major.

Remember that May 1st is the commonly accepted reply date by which you must deposit at a college to secure your seat for the next academic year. It is considered unethical to “double deposit”, that is, tell more than one college about your intent to attend. Therefore, depositing at more than one college is strongly discouraged. A note to all of the colleges that you did not accept, thanking them for considering your application, is in order.

VI. STANDARDIZED TESTING INFORMATION

In most colleges and universities, standardized test scores still play a major role in college admission decisions. Our freshmen, sophomore and junior students are given the PSAT during the school day, which is a practice of the SAT. We assist our juniors in registering for the SAT and encourage them to take the SAT’s twice: once in the spring of junior year and again in the fall of senior year. Registration is usually done online at www.collegeboard.com. Both juniors and seniors also have the opportunity to take the ACT in addition to, or instead of, the SAT. AWHs is a SAT test site for the October, May and June administrations. We are a test site for the October administration of the ACT. It is important to note that some colleges require the SAT Subject Tests. Please see below.

We strongly encourage all of our students to do some preparation for the SAT/ACT. Preparation can include doing practice tests from an SAT Review Book, online at collegeboard.org, or khanacademy.org, getting individual tutoring, or taking a class. Students will receive information regarding these options, but any questions can be directed to the student’s counselor.

And finally, it is important to know that each student is responsible to be aware of the standardized test requirements of the colleges to which they are applying. The students must then request the respective test scores be sent directly from the SAT or ACT to the appropriate colleges.

Below, please find a more detailed explanation of each test.

PSAT: This test is a practice of the SAT. It contains math, and evidence based reading and writing sections. Each section is scored 200-800, which is roughly equivalent to the scoring on the SAT of 200-800. It is given to both tenth and eleventh-grade students.

SAT: This test is a measure of a student’s aptitude and is used as one of the primary admission criteria at most colleges and universities. It contains evidence based reading and writing, math, and an optional essay section. Each section is scored 200-800, with a maximum score of 1600. The essay is scored separately. If the SAT is taken more than once, colleges will take the highest scores in each section, even if they are from different administrations. The Collegeboard now offers the Score Choice option. Students who use Score Choice can choose which scores to release to their colleges. Scores can be withheld or released by test date, not by individual section.

SAT Subject Tests: These are individual subject tests given in a range of subjects from math to Spanish to history lasting one hour each. They are only required at certain schools. It is the student's responsibility to find out which tests are required of them. More information concerning the PSAT, SAT, and SAT subject tests can be found at www.collegeboard.org.

ACT: This test has four sections; math, English, reading, and science. It is shorter in length than the SAT and is scored from 1-36. There is an optional writing section that may be required at certain colleges. Colleges that require standardized test scores will accept either the SAT or ACT.

VII. FINANCIAL AID INFORMATION

College is extremely expensive, and who wouldn't like some help paying those tuition bills? There are a few forms that you should become familiar with in order to request aid; the FAFSA, the CSS/Financial Aid PROFILE, and the college's own institutional form.

FAFSA: (Free Application for Federal Student Aid) This form is available on line at www.fafsa.ed.gov. Parents and students must complete this form after October 1st of each year the student will be attending college for the following Fall term. The first time it is submitted will be after October 1st of your child's senior year of high school. The FAFSA is the form the government uses to tell the colleges how much they think a family is able to contribute to a student's education. The information provided through the FAFSA will determine your Expected Family Contribution (EFC). All families should submit a FAFSA since submission of this form allows participation in all subsidized loan programs.

The CSS/Financial Aid Profile: This form is only required at certain colleges. This form is found on www.collegeboard.org. The CSS Profile can be submitted anytime after October 1st of your child's senior year of high school. The \$25 registration fee covers the application and submission to one college. There is a \$16 fee for each additional college to which you apply. It is the student's responsibility to find out which schools require the profile.

Institutional Aid: Colleges/universities may also have their own institutional financial aid forms. This information is available on the website of each college or may be obtained by calling the financial aid office at the individual institution. It is important to remember that all forms have deadlines and the sooner you turn in your information, the better.

Scholarships: At AWHS a scholarship list is generated each year through the Guidance Department. This list, which contains websites for scholarships, is updated frequently and is posted in the student's Family Connection area of Naviance. If a student is interested in a particular scholarship, it is his or her responsibility to apply for it in a

timely manner so as to allow proper processing of the application. In all cases transcripts will be sent from the Guidance Office to the sponsoring organization. No transcript or recommendations will be given to the students for scholarship applications.

The Financial Aid Package: A typical college or university financial aid package may include **grant, loan, scholarship, and work-study** components. Grants and scholarships are free money that does not need to be paid back. Loans will need to be repaid. Work-study is money that the student can earn through an on campus job. This money is paid directly to the student and varies depending on the amount of hours he or she works. Most likely, this money will not go towards the tuition, but rather incidentals along the way such as movies and pizza.

VIII. COLLEGE ATHLETICS

The governing body of college athletics is known as the NCAA (National Collegiate Athletic Association). The NCAA oversees all aspects of inter-collegiate athletic competition. This includes the certification of the academic eligibility of a student athlete. Students who are interested in participating on an athletic team for a Division One or Division Two college, must register with the NCAA Clearinghouse in order to establish their eligibility for participation. Students who are interested in participating on an athletic team at the Division Three level are not required to register with the Clearinghouse.

For Division One or Division Two participation, an athlete must register with the NCAA Clearinghouse through the website---www.ncaaclearinghouse.net. Students are responsible to have their SAT or ACT scores sent to the clearinghouse directly from the Collegeboard or ACT center. Once registered the student must follow the procedures and checklist outlined on the student's personal account. This includes sending an official transcript to the NCAA Clearinghouse. The student should see his/her Guidance Counselor to request that the transcript be sent.

Unfortunately a student may be deemed eligible to participate athletically from the NCAA's eligibility standards, but may not meet the same college's admissions standards and therefore, not be accepted to the college. For additional information about rules, athletics, and eligibility please refer to the www.ncaa.org website.

IX. THE APPLICATION PROCESS

Everyone has a stake

Since the selection of and application to a college or university is an important step toward a student's future, there are many people who have a stake in this process. The key players are: the student, the counselor, and the parents or guardians. There are also several others who participate in this process including teachers, coaches, college

admissions personnel, and a host of well-meaning friends, relatives and acquaintances.

In an effort to streamline the process, and maximize each student's potential for success, the Archbishop Williams Guidance Office makes several recommendations.

Know who is responsible for what.

Everyone has a job to do and it is the responsibility of the student to understand each portion and see that it has been completed. Once the student has made the decision to apply to a certain school, there are several steps to follow. The Archbishop Williams Guidance Office will prepare official transcripts to send to colleges at the request of the student. In addition to the transcript, we will also send a profile of our school, a copy of the first term senior year grades, a Secondary School Report Form, and the counselor's recommendation. The office will also supply a Mid-Year Report when grades for the first semester are available to colleges that have not at that point rendered an admissions decision.

Most all colleges require teacher recommendations and the responsibility to obtain these recommendations lies with the student. Since teachers are especially busy in the fall, and since many teachers are asked to write many letters, common courtesy always prevails. Students should request letters from teachers who know them best, people with whom they have a good relationship. When requesting a letter, it is often helpful to provide the teacher with a prepared resume which reviews the student's accomplishments. This can and should be done through the Resume section in the Naviance System. In addition, it is requested that your college essay be posted on the Journal page in Naviance for review by your counselor and the teachers who will be writing your recommendations. Students receive instructions for this procedure in their Junior Guidance class. Above all, when requesting a letter, follow the teacher's requests and be sure to give the writer ample time to prepare the letter. Teachers will submit their letters of recommendation to the Guidance Office through the Naviance Program for submission to the college and therefore, students will not see these letters. Some teachers do, upon request, allow a student to read the recommendation. The decision to share the letter is entirely the decision of the teacher. Common courtesy would suggest that students write a formal note of thanks to those teachers who have written letters.

The actual application is prepared by the student and mailed or sent electronically to the college or university. The Common Application, which is accepted by many colleges, is available online. A link to the Common Application website is provided on the Guidance website. Many colleges encourage online submission and have their own applications handy as downloads on their websites. It is important to remember that most all colleges have an application fee and an application is not complete without the submission of that fee.

Parents play a major role in the application process and that role has been an ongoing one throughout the student's educational career. In the spring of Junior year, a preliminary list of suggested colleges is posted in the Naviance Program. The list of schools is created through the joint efforts of the counselor and the student. It should be viewed as a starting point only. Visits to colleges taken in the spring and summer of Junior year are

a must and can be a key component in helping a student decide on which college is the best fit. Parents are also the key players in financing their student's education. The Guidance Department publishes the scholarship information it receives and updates that information on the Naviance site regularly.

X. THE ACTUAL APPLICATION

Throughout junior year and the summer before senior year, students should spend a good deal of time investigating and narrowing choices in the college search. It is assumed that seniors will meet several times with their counselor to discuss progress and to talk over the appropriateness of the choices. Such meetings and meetings with parents are encouraged. Students should have a final list of possible choices by early in the fall as deadlines vary from school to school. The final list of schools should contain the following: at least one "Reach School", a school that would be an academic challenge but that offers the candidate a chance to succeed, an opportunity to "stretch." The list also contains two or more "Ball Park" schools whose profiles suggest that the student falls within the mid range of the applicants. (SAT's, ACT's, GPA fall within the 50% of those accepted for admission.) The majority of schools should fall in this category. A student's final list should also contain at least one "Safety School", a school where the student's credentials are stronger than the majority of those accepted. (SAT's etc. are higher than the mid 50% accepted)

Once the final list has been established, the student begins the actual process of applying. The submission of the application and fee for each school is the responsibility of the student. The student is also responsible to have SAT or ACT scores submitted directly to the college. Such scores are not and will not be included on the official transcript. Student transcripts, counselor letters and, in most cases, teacher recommendations are sent from the guidance office along with an Archbishop Williams School Profile, and the Secondary School Report. The student requests these items to be sent by submitting a Transcript Request Form (a sample of which appears later in this manual). Transcripts and accompanying forms are sent from the AWHHS Guidance Office to the requested colleges by the individual college's posted application deadline provided that the student has made the request in a timely manner. Students must submit requests 10 working days prior to the due date. We ask that applications be sent to a student's colleges for regular admissions prior to the Christmas vacation. In addition, transcript requests for all regular decision deadlines are due to the Guidance Office by December 1st as well. Some students will be applying Early Decision or Early Action and therefore may have an earlier deadline. It is up to the student to be aware of the deadline and be sure to make the transcript request in a timely fashion.

All counselors write a letter of recommendation for each student assigned to them. It is the responsibility of the student to request recommendations from teachers and to do so with consideration for the teacher. Although it is difficult to put a timeline on such a request, it is certainly understood that asking for a letter without allowing sufficient time to write one would not be in the best interest of the student. Ask early.

An important part of the application at some schools is the personal interview. Students must check the requirements from school to school to see if the interview is required or

suggested. In either case, the interview should be seen as an opportunity rather than an obstacle. Most all schools see the interview as an opportunity to share information. Students may have questions about a school and the interviewers have the opportunity to put a face with a name. The interview is an opportunity for a dialogue. A student can best prepare for an interview by doing the “homework” of reading the website of the school.

Applying to the school and applying for financial aid are two separate processes and both processes need careful attention. Watch deadlines for financial aid as they differ from school to school. A financial aid night is held for Archbishop Williams parents during both junior and senior years. Parents will be notified in a timely manner and are encouraged to attend these important presentations.

Students are well aware of the importance of the “College Essay.” This is the student’s opportunity to demonstrate writing and thinking skills. No one wants to read an essay created by a committee but on the other hand, no one should submit an essay which has not been carefully prepared and proofread. The college essay can indeed be the opportunity for a student to showcase personal attributes and talents that can help admissions counselors understand the student more fully.

Once more: the Common Application can be an effective and expedient way to reach many colleges. It is readily accepted by a host of schools. When a student uses the online Common Application, the guidance office can and will submit the school documentation online as well.

XI. THE INTERVIEW

What many students and parents fret about can actually be an enjoyable and rewarding experience. Not all colleges require an interview but when they are available to a prospective student, the prudent applicant will take advantage of the admissions interview. When planning a visit to a college campus, call the admissions office well in advance and schedule an interview with someone from the admissions staff. Just as retail outlets invite prospective buyers into their showrooms or stores, colleges and universities invite and encourage prospective students to visit and get to know the school, its campus, and its programs. Although they differ in format, all interviews have a core purpose and that purpose is to share information. In addition, how you present yourself makes an impression. Dress code should be “casual professional”.

The on-campus individual interview takes place between a prospective candidate and an admissions staff member.

The group interview takes a somewhat different form and yet allows for much the same opportunities: the sharing of information and answering of questions. This format is usually informational but be sure to be an active participant as you make an impression either as an individual or as a member of a group. You will be noticed.

Sometimes interviews are conducted off campus. These are generally conducted by alumni of the college and often replace the on-campus interview if the school is a good distance from the student's home. Such interviews are documented and a letter is generally sent to the college by the interviewer.

Whatever the format of the interview, they all allow for questions and answers on the part of the admissions person and the student. Be prepared to talk. Read up on the school before the visit and think about questions you'd like to ask. Do your homework. Also, bring an updated resume with you to give to your interviewer.

Some examples of possible questions are:

- Who stays on campus for the weekend?
- What types of activities are available to those who are on campus?
- What percent of students graduate in four years?
- What is the placement rate of students in a particular major?
- Is there an Honor Code and how does it work?
- Am I eligible for the Honors Program?
- What percent go on to graduate school?
- In my particular major?

Remember that the interviewer will probably have questions for you as well. Those questions will undoubtedly focus on such things as why you are interested in their school, and what you have to offer. He or she will be interested in hearing about what you did in high school and what you consider to be your personal strengths. Remember that you do have personal strengths. Think about who you are and where you would like to be in five to ten years. What are your goals? How are you working toward those goals even now? You will make a good impression if you are an active participant. This is a time to be yourself, and to let the interviewer know that you have much to offer. Be sure to take the interviewer's business card and write a thank you note to send to him or her upon your return home. Thank the interviewer for taking the time to meet with you and for giving you more insight into the institution that they represent.

XII. REQUESTING A TRANSCRIPT

As has been mentioned, students are responsible for filing the actual college application and for submitting the application fee. The role of the Guidance Office is to send official records and reports to the college to complete a student's application file. The official documents sent from Archbishop Williams High School include the transcript which is a list of all courses, grades, credits, and GPA accumulated by the student while attending high school. In addition to the transcript, the school also sends a profile of Archbishop Williams High School, which contains descriptive information about the school and its grading system, and also a list the colleges which have accepted our students. The counselor and teacher recommendations, along with the Secondary School Report Form, generated by the Guidance Office, complete the package. For students who apply to college using the Common Application, we will submit their school documents

electronically via Naviance and the Common Application. For those students who have not used the Common Application, we will mail the noted materials along with a stamped return postcard to the requested college prior to the college's application deadline. The student will need to file a Transcript Request Form (See the sample below.) at least ten working days prior to the application deadline to insure that his school documents are sent in a timely manner. It is important for a student to note the method of application because that information effects how the school documents are sent.

TRANSCRIPT REQUEST			
STUDENT'S NAME _____			
TO: _____			
Name of College	Street	City, State	Zip
Method of application will be: ONLINE W/COMM APP _____ ONLINE W/SCHOOL APP _____ MAIL _____ SUBMITTED: Y _____ N _____			
Date this form submitted to Guidance _____ College Deadline (Regular decision) _____			
<i>Only if applying early, complete this line:</i> Early Action: : Y _____ Deadline _____ Early Decision: Y _____ Deadline: _____			
<u>RECOMMENDATIONS</u>		<u>OFFICE USE</u>	
<u>Counselor:</u> _____			
<u>Teachers:</u> _____			
I give permission to the Archbishop Williams Guidance Dept. to send all pertinent application materials to the school or scholarship organization listed above. _____			
Student Signature			Date

Once the Transcript Request Form is submitted to the counselor, it is logged into the Naviance System. Naviance affords a way of tracking the progress of the application process and at the same time, allows us to facilitate the best match between our students and their college choices. The data collected through the Naviance System will help to fine tune choices for the student. Students and their parents have the use of the Naviance System and its extensive connection to colleges as a search engine and an almost limitless source of information for colleges and links to financial aid information. A student can use the Naviance System to keep in touch with his or her counselor and to journal experiences such as college visits and then to share that information with the counselor.

*** The next few pages are instructions and a sample of a resume used by the Guidance Office, and teachers to facilitate the writing of letters of recommendation. Students should complete a resume. There is an easy format to follow in the Naviance System.

**** And finally, throughout this entire process, when there are questions or concerns of any kind, please do not hesitate to contact your student's guidance counselor.

APPENDIX A

RESUME BUILDING IN NAVIANCE

- Go to your Naviance account and click on "About Me" tab.
- Click on "Resume".
- This will bring you to the "Build Your Resume" section.
- Locate the "Add New Entry" dropdown menu.
- Click on the dropdown menu and select the categories (one at a time) that are appropriate for you.
- For Example:
Select--- "Add Objective"
- Then type your objective in the blank box--- "Admission to College"
- Then click on the button---"Add to Resume"
- From here, add as many categories as you can from the dropdown menu, and fill in the specific information in the accompanying screen. Then "add to resume".
- When you have added all of the categories that you can, then at the top of the page click on the "Customize your Printable Resumes" tab.
- Then click on the blue "Create a new Print Format" tab.
- Type your name in the appropriate box.
- Then check off all of the blank boxes in the resume outline below.
- Click on the "Save and Close" button at the bottom right.
- Finally, to view your resume, click on your name at the top of the page.
- To edit your resume, go back to the "Build your Resume" button and click on the pencil icon to the right.

Remember, as you change, your resume' changes. Be mindful of your activities and accomplishments of who you are. Keep track of your accomplishments and important happenings in your life. And then, update your resume as needed.

APPENDIX B

Jack Doe

80 Independence Ave.

Braintree, MA 02184

(781) 843-3636

Objective

College Admissions

Work Experience

May 07 - Present

Cashier

Quincy, Ma.

Stop and Shop

Grades 10,11,12

15 Hrs/Week

Extracurricular Activities

Drama/Theatre

Grades 9,10,11,12

I participated in the Spring Musicals.

Language Club

Grades 11,12

I was chosen to be Vice-President. I helped to arrange field trips during my junior year.

Awards/Certificates

National Honor Society

Grades 11,12

I coordinated the school's recycling program.

Spanish National Honor Society

Grades 11,12

I was elected Treasurer junior year.

Athletic Achievement

Baseball

Grades 10,11,12

I was the starting third baseman on the varsity.

Basketball

Grades 9,10,11,12

I was the starting point guard junior and senior year. I was elected co-captain for senior year.
