



Westminster School at Oak Mountain *College Advising*

Letters of Recommendations
College Resume

5 Possible Parts of the College Application



1. Transcript



2. Standardized Test Scores



3. Personal Essay



4. The College Resume/Activities and Honors



5. Letters of Recommendation

Part 4: The College Resume



Purpose of the College Resume

A resume reveals what you have done with your free time

Gives a snapshot of your accomplishments, extracurriculars, hobbies, and work history

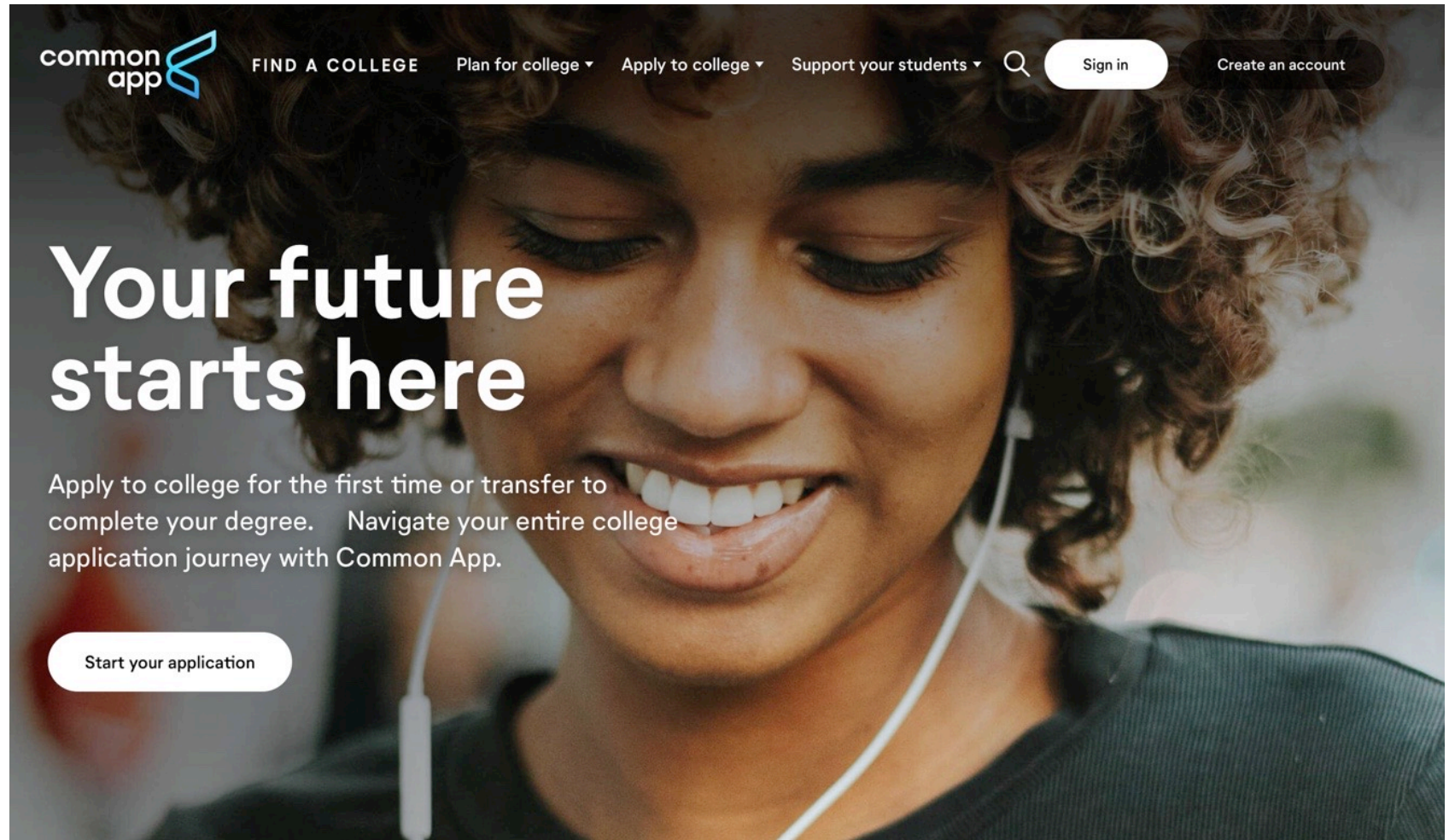
Shows your commitment, responsibility, leadership, and genuine interests and talents

Demonstrates what kind of community member you are and will be on a college campus

Is used in the application to distinguish yourself



Many colleges
use the
CommonApp
for
applications



CommonApp Activities and Honors = Resume

- Use [CommonApp](#) account if 3 or more of your intended colleges use CommonApp for application
- Will use the same information on Activities and Honors section of Common App as you would your College Resume
- CommonApp has a room for 5 [Honors](#) and 10 [Activities](#)
- Check admissions requirements to see if they will take resume – some do not, some optional, others require
- Will need resume for jobs, internships and possible scholarships, so good idea to start one now
- Helps give teachers and counselors a framework for their letters of recommendation
- Provides you with a list of ready-made talking points for an admissions interview

General format should include:

- Choose a font that is readable and professional
- Create a style for each level of information - bold or capitalize headings, italics, or underline
- Make use of bullet points
- Keep the style for each part consistent
- Commit to one page, can be front and back
- Leave the document's margins at 1 inch
- Keep a space between each section
- Create in a word processing document, but send as a pdf

Start with a
template you
like, one that
feels like you!

COLLEGE RESUME TEMPLATES:

[Westminster Student Resume Template](#)

[College Resume Template #1: Microsoft Word or Google Docs](#)

[College Resume Template #2: Microsoft Word or Google Docs](#)

[College Resume Template #3: Microsoft Word or Google Docs](#)

[College Resume Template #4: Microsoft Word or Google Docs](#)

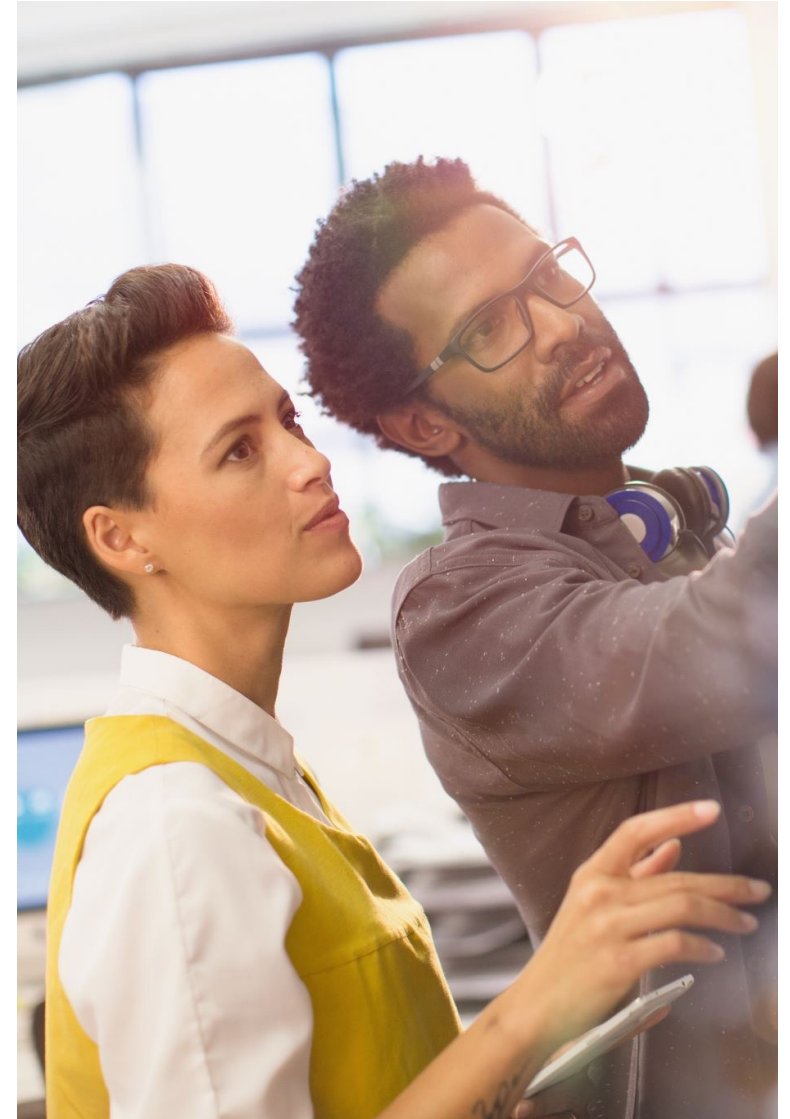
[College Resume Template #5: Microsoft Word or Google Docs](#)

[College Resume Template #6: Microsoft Word or Google Docs](#)

Information on
resume should
include:

**Here are 5 things you need
on your college resume:**

1. Relevant contact information
2. Detailed education history and test scores
3. Awards and honors (including leadership)
4. Experiences or activities list
5. Additional skills



Contact Information

- Your name - if you go by a nickname, use the name that's attached to your college application
- A **professional** email that you check regularly
- Your cell phone number

Student Name

sudent@gmail.com • address • (555) 555-5555

Education History and Test Scores

- State your highschool name, including the city and state. Add start year – end year
- GPA, weighted and unweighted
- Best test scores (ACT, SAT, CLT, CLEP exams, AP)
- Relevant coursework - highlight any classes that reflect an interest in your major

North Shore High School, Somewhere, TX (2015-2019)

GPA: Weighted: 3.6 / Unweighted: 3.2

SAT: 1200

ACT: 30

Relevant Coursework: Advanced Journalism, Desktop Publishing, Multimedia Graphics

Honors and Awards

List your awards in order of importance.

Include the name of the award and *briefly* describe what it is

List the organizations involved, your position and the date you received the award (month and year works).

Be specific and use numbers, emphasize selectivity

Avoid using “I” and explain acronyms.

ACADEMIC HONORS

- GPA: 4.08/4.00 weighted ACT: English: 30, Math: 24, Science: 25, Reading: 31, Composite: 27
- **National Honor Society**, Westminster School at Oak Mountain 2020-2022
National Honors Society is a high school organization that selects students based on four criteria: scholarship, leadership, service, and character.
- **National Latin Exam**, “Summa Cum Laude” 2017
Given to over 150,000 Latin students all over the world, this test covers general knowledge of Latin grammar and vocabulary, mythology, Roman culture, derivatives, and translation abilities.

LEADERSHIP HONORS

- Co-Captain of the Baseball Team 2019, 2020 to Present
- Servant Leadership Team of New Hope Youth Group 2019 to Present
The Leadership Team helps plan events and leads in worship and discipleship.
- Small Group Leader for New Hope Church students of the class of 2023 2020 to Present
Small group leader teaches, mentors, and leads younger students.
- Lewis House Chair, Westminster School at Oak Mountain 2020 to Present
By working with school administration, school faculty, other student leaders, House Chair helps chart and execute Westminster’s yearly goals involving community events and service projects.

ATHLETIC HONORS

- TRACK AND FIELD 2018 - Present
- 1st Place in Sectionals in Shot Put (2019)
 - 1A Alabama High School Athletic Association State Champions Outdoor Track (2018)

Honors section of CommonApp

Here are the components that Common App asks for:

1. Honors title.
2. Grade level.
3. Levels of recognition.

Example:

1. Advanced Placement Scholar with Distinction
2. 11th grade
3. National

If you were to translate this into a resume, it might look like this:

Advanced Placement Scholar with Distinction – National Level (2014) - *Award given to students scoring an average of at least 3.5 on all AP exams taken and scores of 3 or higher on five or more of these exams.*

Example of Honors you may have as a Westminster student

Common Westminster Student Honors

- National Latin Exam
- National Honors Society
- Sports and Robotics competition medals

Other Opportunities:

- Local competitions - State Fair, music, writing, speech and debate, robotics, art, sports
- State Awards - Boys/Girls State, Distinguished Young Women, Alabama High School Athletic Association, Bryant Jordan Awards
- National Awards – AP Scholar, Presidential Volunteer Award, Seal of Biliteracy, Eagle Scout, National Merit Semi-Finalist



Activities section of CommonApp

Here are the components that Common App asks for:

1. Activity type
2. Position/Leadership description and organization name (50 character limit)
3. Please describe this activity, including what you accomplished and any recognition you received, etc. (150 character limit)
4. Participation grade levels
5. Timing or participation: (hours spent per week, weeks spent per year)

Tips for listing your Activities

- [Order your activities](#) to maximize their impact on the application
- Use strong [verbs](#)
- Aim for variety, making sure your verbs aren't redundant
- Use the present tense if it's something you still do
- On CommonApp, state role, leadership description, and the organization name in the top two sections so you don't waste characters in the 150-character description section
- Explain [impact](#) by making it tangible or quantifiable
- Include any responsibilities that demonstrate leadership skills
- Demonstrate skills & values
- May need to [bundle](#) activities that are similar
- Tell the truth

CommonApp vs. Resume

Common App entry:

1. Volunteer activity
2. Chief Facilitator, International Feed-the-Youth Summit, Philadelphia
3. Developed lesson plans, lobbied local businesses for sponsorships, held marketing sessions, established partnerships to run 2-wk leadership camp.
4. 11th grade
5. Summer 2015.

Resume:

Chief Facilitator, International Feed-the-Youth Summit, Philadelphia (Summer 2015)

- *Held marketing sessions and lobbied local businesses to establish partnerships to run 2-week leadership camp*
- *Developed lesson plans on leadership for 60 middle and high school participants*

Example of Activities at Westminster

Westminster Specific:

Clubs, Tutor, Robotics, Sports, Ambassador, House leadership, Yearbook, The Pelican Review, Plays, Musical Theater, etc.

Other Activities:

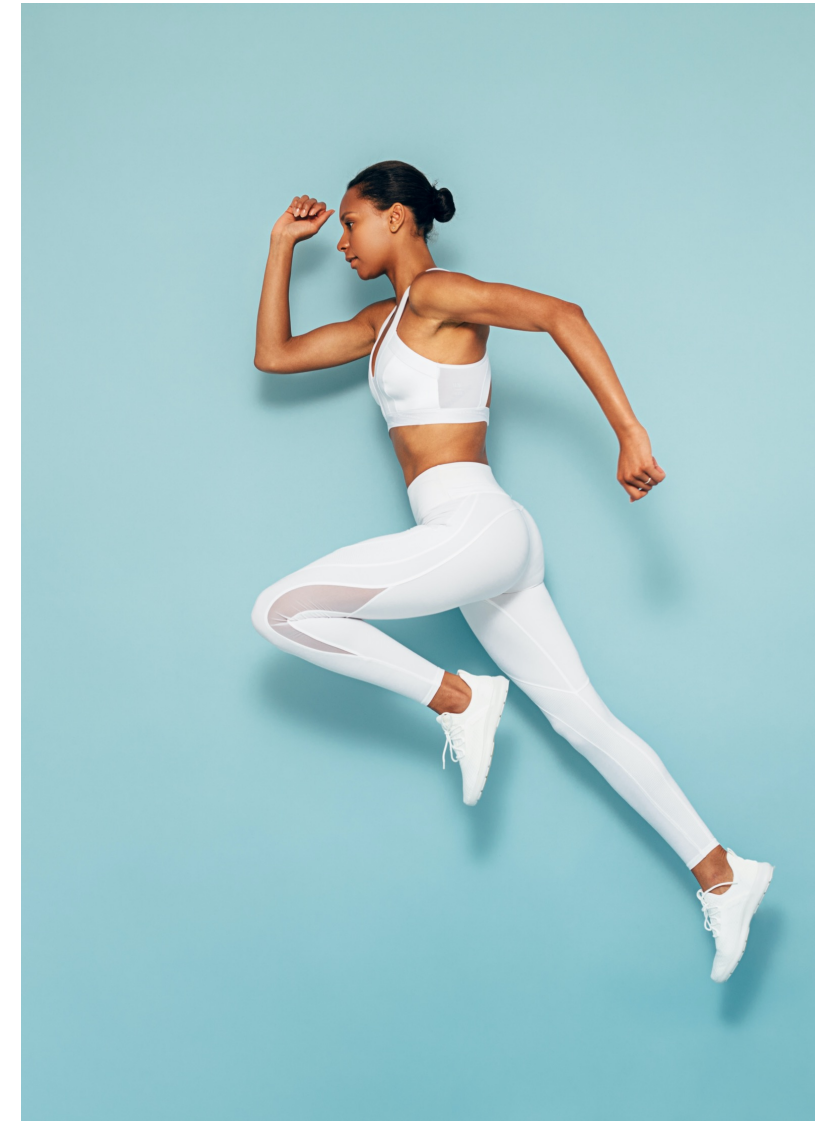
Church - Worship Team, Nursery Volunteer, Buddy for Disabled Child, Missions Team Member, Youth Group Leadership, VBS

Talents - Sports, Music, Art, Hobbies

Neighborhood - Lawn Care Volunteer, Dog Walker, Meals on Wheels, any other type of service

Family - Watch Younger Siblings, Nanny or Babysitter, Help with Grandparents, Work in Family Business

Work - Local Business, Summer Camp, Self-employment



Additional Skills

Tips for writing the Skills section of your college resume:

- Include anything that is relevant for college or your major
- Avoid cliches like “punctual,” “passionate,” “organized,” “hard-working,” “team-player”
- Focus especially on computer and language skills such as...
 1. Google Drive, add “Google Apps for Work”
 2. Word, Powerpoint and Excel, add “Microsoft Office Suite”
 3. If you know how to hack or code
 4. If you’ve taken Spanish I or are studying other languages through Rosetta Stone or Duolingo
- Include certifications and relevant educational opportunities

Examples of Additional Skills:

Certifications

CPR, Lifeguard, EMT, Scuba Diving

Additional Educational Opportunities

A summer enrichment experience such as the Center for Talented Youth, the Research Science Institute (RSI), or Duke TIP

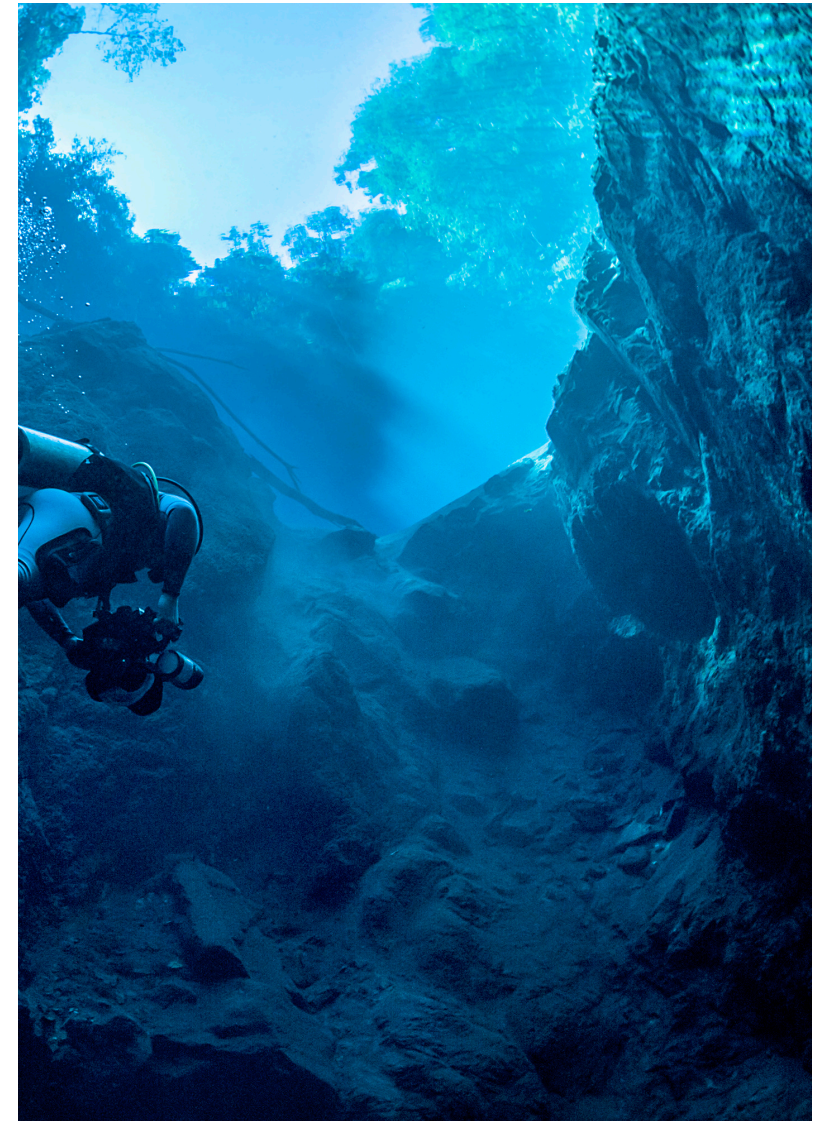
Online classes from a community college or elsewhere

Proficiencies:

Programming languages like Java, Python or C++

Spoken languages with proficiency level

Significant experience with software like Final Cut Pro, Photoshop, or others



More Examples of Skills

Sports-related skills

Technical skills (welding, fixing cars, construction, computer repair, etc.)

Data analysis skills

Communication or teaching skills

Writing skills (Maybe you can create comics or write screenplays or newspaper articles; maybe you know AP style or APA style like the back of your hand—include it!)

Speech and debate skills

Artistic skills (Which mediums can you work with? With which types of paint do you thrive?)

Interpretation/translation skills (beyond speaking a language!)

Musical proficiencies (Can you read music? Play five instruments? Sight-read?)



Additional Resume Tips and Resume Guide

- Use only activities from 9th through 12th grade years of high school
- List items in [order of importance](#) to organization that is reviewing it
- Have someone read over final draft for spelling and formatting errors
- Save resume with name that indicates the year created – so as you update you know which copy to use
- Helpful to have 1-page and 2-page version
- Use strong verbs and take advantage of all characters in CommonApp
- Combine Honors and Activities if you have too many
- Have parent help you brainstorm all that you have done as family
- Send (email or upload) final copy as a PDF
- Have copy of resume with you for interviews (school or job)
- [Resume Guide by Klein High School](#)

Part 5: Letters of Recommendation



Purpose for Recommendation

- Show your talents beyond test scores and grades
- Describe real-life examples of [your personality and character](#)
- Discuss your relationships in the academic community
- A recommendation letter can help your application stand out, especially when it highlights your skills, accomplishments, and positive attitude toward education

Types of Letters of Recommendation

Colleges look to recommendation letters to see applicants from different perspectives — to get to know them better and identify what makes them unique

1. **Counselors** can show an applicant within the context of their school community. They can address a student's academic achievements, personal interests and goals.
2. **Teachers** write from the vantage point of the classroom. They can provide a view of an applicant's intellectual curiosity, creative thought, and work habits.
3. **Other recommenders** help illustrate an applicant's interests and pursuits outside of school. They can show how an applicant works in team, how they contribute to their community, what creative hobbies they're pursuing, and more.

Who to Ask:

Check college admissions requirements and see how many and what kind of recommendations (if any) are needed

Consider the program you are applying

Consider relationship with teacher and how well you are known

If you apply to STEM program, ask math or science teacher

Consider coaches, mentors, youth pastor, or work supervisor

If military, try to find person who is an officer or service member

If highly selective, consider teachers with high credentials (PhD)

Rhetoric, English, classical language, and History teachers write well and therefore produce great letters

Ask those who will be enthusiastic about writing letter for you



How to Ask

- **Actually ask** - Don't just add your teacher's name to your Common App
- **Ask in advance** – At end-of-junior-year is ideal, three weeks before the application deadline should be your minimum
- **Ask in person** - An email ask should be a last resort, be bold
- **Sign the FERPA** - make sure they have the freedom to write an authentic letter without you reading over it
- **Know your teachers process and follow it** – do they want you to write it, do you need to provide a resume, is there a form they want you to fill out? Whatever it is, follow through and respect their timeline
- **Prepare to return in kind** –These rec letters can take three hours to write, and teachers don't get paid for them. They do them out of kindness and care on top of their other work. At the very least, plan to write thank-you notes

When to Ask

- Schedule a meeting with teacher during tutorial or after class
- Wait until other students are gone and it's one-on-one
- Tell them what it is for, why you are asking them, and when it is needed
- Give them the opportunity to say “no”
- Be very grateful and ask what you can do to help
- Follow up with an email with information that you discussed (when needed and for whom)
- Provide resume and a brief paragraph of what you plan to study and your favorite memory from their class
- Example and Tips of [How to Ask](#)

Final Tips on Recommendations

- CommonApp [Recommender Guide](#)
- Waive your right to view recommendation letters on your application forms. Admission officers will trust them more if you haven't seen them
- Recommendation goes to multiple colleges, so tell them to be general – not college specific
- CommonApp sends recommender email with link to upload, so make sure that they have the correct email address
- You can see when letter is uploaded in your application portal
- Colleges will allow a few extra days for recommendations
- Once your letters are complete, write a thank-you note
- When you decide which college to attend, you can also tell your references where you're going and let them know how much you appreciate their support – you may need them again

Have a wonderful Summer Break!

If you want to meet with us this summer, contact us
kfulcher@westminsterknights.org or
sbrannan@westminsterknights.org

