MARVIN E. ROBINSON SCHOOL OF BUSINESS AND MANAGEMENT

ADMISSIONS PREPARATION PACKET — STUDENT RESUME & INTERVIEW GUIDE

8TH & 9TH GRADE APPLICANT GUIDE: STUDENT RESUME & ADMISSIONS INTERVIEW

WELCOME APPLICANTS!
This official guide is designed specifically for 8th and 9th-grade students applying to the Marvin E. Robinson School of Business and Management (SBM). It contains all instructions for building your 1-page student resume, an exemplar model, and sample questions to help you prepare for your 3-to-5 minute admissions interview.

PART 1: STUDENT RESUME INSTRUCTIONS & RULES

🚨 **ESSENTIAL RESUME RULES & DISQUALIFICATION POLICY:**

- **1-Page & Typewritten Limit:** Your resume **MUST** fit on exactly **1 page** and be **typewritten**. *Handwritten resumes receive 0 / 20 points!*
- **Privacy Protection: Do NOT list your home street address!** Include only your Full Name, Phone Number, and Personal Email.
- **Printed Hardcopies:** Bring **2 printed physical copies** to check-in on assessment day.
- **Fairness Rule (Optional GPA & Honors):** Listing your GPA or Honors/Advanced coursework is **completely optional**. Students who do not list a GPA will not be penalized.
- **Optional Section:** The *Activities & Leadership* section may be omitted without penalty if you have not participated in formal clubs, sports, or organized volunteering.

RESUME FORMATTING & SECTION BREAKDOWN

1. **Header (Contact Info):** Full Name, Phone Number, Professional Personal Email, City, State, ZIP. *(No street address!)*
2. **Statement of Purpose (2–3 Sentences):** Explain why you want to attend SBM, explicitly state one of the **5 Business Pathways** (*Accounting & Finance, Marketing-Social Media, Marketing-Real Estate, Entrepreneurship/Business Management, or IT*), and connect it directly to your career goal.
3. **Education & Academic Focus:** Middle School Name, City, State, Current Grade (8th/9th), Expected High School Graduation Year. *(GPA & Honors are optional).*
4. **Achievements & School Projects (Reverse Chronology):** List awards, science fairs, or major projects starting with your most recent grade (8th Grade ➔ Summer ➔ 7th Grade ➔ 6th Grade). Begin every bullet with a strong **Action Verb** (e.g., *Created, Led, Organized, Programmed, Earned, Won*) and end with a **Grade Badge** (e.g., `[8th Grade – Fall 2026]`).
5. **Activities & Leadership (Optional — Reverse Chronology):** List clubs, sports, or volunteering using Action Verbs and Grade Badges.
6. **Core Skills & Strengths:** List 2 to 3 soft skills with a 1-sentence description explaining how you use each skill in school or team settings.
7. **Hobbies / Personal Interests:** List 1 to 2 strategy-based or learning-focused hobbies (e.g., chess, coding, stock market simulations, reading).
8. **Two References Required:** List 2 references with Name, Title, School/Organization, Email, and Phone Number. **At least ONE must be a teacher, counselor, or principal!**

CORE SKILLS & STRENGTHS REFERENCE BANK (EXAMPLES WITH DESCRIPTIONS)

Select 2 to 3 soft skills below and adapt the descriptions to match your experience:

- **Communication:** Articulates ideas clearly in class presentations and written reports while actively listening to team members during group assignments.
- **Teamwork & Collaboration:** Works effectively with diverse peers, dividing tasks fairly and supporting team members to complete projects on time.
- **Adaptability:** Quick learner who adjusts smoothly to new software programs, unexpected schedule changes, and evolving project responsibilities.
- **Critical Thinking:** Evaluates complex problems logically, analyzing available data to find practical solutions when obstacles arise.
- **Time Management:** Balances coursework, extracurricular activities, and personal responsibilities by setting daily priorities and meeting all deadlines.
- **Problem-Solving:** Identifies creative workarounds and alternative approaches when technical issues or team disagreements occur.
- **Leadership & Initiative:** Takes accountability in group settings, motivating peers, organizing project steps, and volunteering for extra tasks.
- **Organization & Detail:** Keeps structured digital and physical files, ensuring high accuracy in mathematical calculations and written reports.

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8TH & 9TH GRADE ADMISSIONS — RESUME EXEMPLAR & INTERVIEW GUIDE

STUDENT RESUME LAYOUT EXEMPLAR

Use the model below as a layout guide for typing your 1-page resume:

JORDAN A. TAYLOR

Dallas, TX 75208 | (214) 555-0192 | jordan.taylor@email.com

STATEMENT OF PURPOSE

Motivated 8th-grade honor student seeking admission to the Marvin E. Robinson School of Business and Management. Pursuing the Accounting & Finance pathway to master financial modeling and QuickBooks analytics, building a direct foundation toward a career as a Corporate Certified Public Accountant (CPA).

EDUCATION

W.H. Atwell Law Academy — Dallas, TX
Current Grade: 8th Grade | Expected High School Graduation: May 2031
Honors Coursework (Optional): Pre-AP Algebra I, Pre-AP English I

ACHIEVEMENTS & SCHOOL PROJECTS

- **Designed** a 10-slide digital marketing campaign for an eco-friendly product, presenting research to 3 teachers [8th Grade — Fall 2026]
- **Earned** 1st Place in the Campus STEM Fair for creating a spreadsheet budget tracking household energy [7th Grade — Spring 2026]
- **Maintained** High Honor Roll status for 6 consecutive grading periods [6th–8th Grade — 2024–2026]

ACTIVITIES & LEADERSHIP (OPTIONAL)

- **Organized** practice schedules and led warm-up drills as Team Captain for Middle School Soccer [8th Grade — Fall 2026]
- **Volunteered** 15 hours assisting librarians with book inventory and student check-outs [Summer After 7th Grade — 2026]
- **Participated** in Student Council, managing event signage for campus fundraisers [7th Grade — 2025–2026]

CORE SKILLS & STRENGTHS

- **Communication:** Expresses ideas clearly in oral presentations and actively listens to peers during group projects.
- **Adaptability:** Quick learner who adjusts smoothly to new classroom software tools and changing group assignments.
- **Critical Thinking:** Analyzes multi-step math and business problems systematically to find logical solutions.

HOBBIES & INTERESTS

- Strategic Gaming (Chess) and Stock Market Investment Simulations.

REFERENCES

1. **Ms. Elena Rodriguez** | 8th Grade Math Teacher, W.H. Atwell Law Academy | Email: erodriguez@dallasisd.org | Phone: (972) 555-0144
2. **Mr. Marcus Vance** | Youth Soccer Coach, Oak Cliff Athletic League | Email: mvance@oakcliffsports.org | Phone: (214) 555-0188

PART 2: ADMISSIONS INTERVIEW PREPARATION GUIDE

INTERVIEW OVERVIEW (3 to 5 Minutes Total | 30 Points):
The SBM admissions interview is a brief, welcoming conversation designed to learn more about your goals, personal character, and interest in business. Interviewers will ask questions grouped into two core areas.

📌 **IMPORTANT NOTICE:** The questions listed below are **SAMPLE QUESTIONS** provided to help you practice and prepare. Actual questions asked during your interview may vary slightly, but they will follow the same themes!

GROUPING 1: Character, Academic Mindset & Goal Setting (2 to 3 Sample Questions)

- **Sample Question 1:** "Tell us about yourself. How do your personal values, honesty, and individual strengths show up in your daily schoolwork and how you treat your classmates?"
- **Sample Question 2:** "Describe a time when you faced a difficult academic challenge or a tough personal goal. How did you handle the obstacle, and what did you learn about yourself?"
- **Sample Question 3:** "How do you react when a teacher or classmate gives you constructive feedback, or when a group project doesn't go as planned?"

GROUPING 2: Career Pathway Focus, Leadership & Program Fit (2 to 3 Sample Questions)

- **Sample Question 1 (Driven by Your Selected Business Pathway):**
  *"You selected the **[Insert Your Selected Pathway]** pathway on your application. What specific career goals do you have in this field, and how will SBM help you achieve them?"*

  Pathway-Specific Follow-Up Examples:
  - **Accounting & Finance:** "What draws you to managing money, analyzing business profits, or corporate finance?"
  - **Marketing — Social Media:** "How do you plan to use digital tools, social media analytics, and creative content to build business brands?"
  - **Marketing — Real Estate:** "What interests you about commercial development, property valuation, or client negotiations?"
  - **Entrepreneurship / Business Management:** "What business idea or leadership challenge excites you about starting and running an organization?"
  - **Information Technology (IT):** "How do you see technology, programming, or cybersecurity shaping the future of business?"
- **Sample Question 2:** "Can you share an example of a time you demonstrated leadership or helped solve a problem during a group assignment, club activity, or community event?"
- **Sample Question 3:** "Why do you specifically want to attend the Marvin E. Robinson School of Business and Management, and how will you contribute to our campus community?"

💡 **HOW TO ANSWER USING THE STAR METHOD:**
When answering story-based interview questions, structure your answers using **STAR**:
• **S — Situation:** Briefly describe the context or background.
• **T — Task:** Explain the challenge or problem you needed to solve.
• **A — Action:** Describe the specific steps *you* took using action verbs.
• **R — Result:** Share the positive outcome or lesson you learned!

Pro Tip: Smile, maintain eye contact, speak clearly, and remember to bring **2 printed physical copies of your resume** to check-in on assessment day!