

# Senior Year Guide

**TRIO**  
TALENT SEARCH

*Class of 2020*

Carol Gilley  
Educational Talent Search  
Academic Counselor  
1515 Pioneer Drive  
Harrison, AR 72601

[cgilley@northark.edu](mailto:cgilley@northark.edu)

870-391-3134

Remind: @etsgilley



# Table of Contents

	Page
First things, First .....	1
Senior Year Checklist .....	2
PhotoStudy .....	3
How to Prepare for the ACT .....	4
How to Register for the ACT .....	5
Accuplacer .....	6
College .....	7
How do I apply at college?.....	8
College Comparison.....	9
How to Pay for College .....	10-12
How to complete the FAFSA.....	13-15
Loans.....	16
Student's FSA ID worksheet.....	17
Parent's FSA ID worksheet.....	18
Request form for a Letter of Recommendation .....	19
Student Resume .....	20
Student Resume Example.....	21
Worksheet to keep track of Logins and Passwords.....	22
Scholarship Tracking Worksheet .....	23



# First things, First

- You must complete your Senior year.
  - Most colleges and scholarships will look at your GPA at the end of your Junior year HOWEVER you still have to turn in your final GPA. So make it a good one!
  - See Photo Study page for assistance with Math or Chemistry.
- ACT Have you taken it? Or Do you need to take it?
  - Have you taken it?
    - Yes, Are you happy with your score?
      - If not, then take it again. I will be offering free ACT prep. Also, see ACT prep page for studying on your own.
      - Watch for deadlines, with your prospective college
    - No.
      - Then don't delay!
      - I would suggest taking it in October or December. Depending on the deadline is at your prospective college.
  - Do you need to take it?
    - If you plan on going to a 2 year institution, then you would not necessarily have to take the ACT; HOWEVER, you still have to take an entrance exam. It is called the Accuplacer.
    - Most scholarships require an ACT score.
    - See page on Arkansas Academic Challenge.
- Who should take the Accuplacer?
  - Anyone who plans on earning a 2 year degree or trade degree.
  - If you make less than 19 in Math or English on the ACT.
  - See Accuplacer page for studying on your own.

The Accuplacer is offered at all High Schools for a lesser cost than the ACT.
- ALWAYS keep deadlines in your mind. I gave you a calendar in your folder. Hopefully this will help with keeping up with everything.

Are you ready?



# Senior Year Checklist

- **Write an Essay.** Finalize your essay to be used for applying for college admission and/or scholarship applications.
- **College Prep Courses.** Your course schedule should reflect all necessary college preparatory classes. Be sure to take as challenging a course schedule as you can handle, including any AP and honors classes, when available and appropriate.
- **Test Time!** Register for and take the fall ACT and/or SAT and Subject Tests (if needed). Utilize free test preparation resources available online and elsewhere. The SAT and ACT web sites offer free practice tests as do web sites that focus specifically on college entrance exam test preparation including [www.number2.com](http://www.number2.com) and [march2success.com](http://march2success.com).
- **Visit Colleges.** Continue college visits; narrow down college options. Make sure you take advantage of overnight visits at the colleges you are seriously considering and meet with admissions and financial aid.
- **Apply for Scholarships.** Complete and mail college and scholarship applications paying close attention to deadlines. Be aware of special admission options such as Early Decision and Early Action.
- **Future College Athlete?** Register with the NCAA Eligibility Center if you plan to play sports at a Division I or II college (if you haven't done so already).
- **Apply for Federal Student Aid.** Submit the FAFSA as soon as possible after October 1. You can file online at [www.studentaid.gov](http://www.studentaid.gov). Submit any other financial aid forms required by the college(s) you may attend and check to be sure the college(s) you are still seriously considering do not have earlier dates by which any of the financial aid related forms must be filed. (See Page 2.)
- **Apply for State Aid.** Complete the YOUniversal application to apply for scholarships and grants funded by Arkansas Scholarship Lottery and general revenues at [scholarships.adhe.edu](http://scholarships.adhe.edu). Application opens October 1 and closes June 1.
- **Pay Deposits.** (if required) Submit the enrollment deposit to the college you plan to attend by May 1 (National Candidate Reply Date), or other date as designated by the college.
- **Take AP Tests.** Register for and complete AP tests for any AP courses you are taking.
- **Become a College Student.** Attend the on-campus orientation/registration sessions offered to students and parents at the college you will attend.
- **Save for college.** Continue to save for college. Every family must contribute towards the cost of attending college. Although your college years will begin next fall, remember that anything you can put away now will be welcomed assistance when the time comes.







Stuck on Math  
Or Chemistry  
Homework?

Here is **HELP!**

PhotoStudy is an app for your phone or a website for your computer that will help you with all levels of Math or Chemistry. A live tutor will guide you to help you understand how to work the problems.


**\*\*remember to never give out personal information online\*\***




PhotoStudy is **FREE** to you as a TRIO Educational Talent Search Student.

How to access your FREE tutoring sessions using your MOBILE device:

1. Download "PhotoStudy" in the App Store
2. Select "PRESET ACCOUNT" to sign in
3. Enter your email address that you have on file with Ms. Gilley
4. Create a password

How to access your FREE tutoring sessions using the WEBSITE:

1. Go to <https://student.photostudy.co>
2. Click on Preset Account 
3. Enter your email address that you have on file with Ms. Gilley
4. Create a password

Take a pic of the Problem, Drag and Drop if on web or describe the problem	Instantly connect with a live tutor	Tutors help solve the problem and answer questions to help you understand
		





## How to prepare for the ACT

There are many ways to prepare for the ACT Exam. Here is a list of a few ways. Please keep in mind there are “many” other ways to prepare.

- Ms. Gilley and the ETS program will host an ACT boot camp. You should attend. It is always FREE!
- Use the “How to Prepare the ACT” booklet that is in your folder. The answers are in the back of the book.
- Go online at [actacademy.act.org](http://actacademy.act.org)
  - Create a username and password

Things to remember:

- You must arrive on time at the test location. Most tests start at 8 AM get there AT the LATEST by 7:45 AM.
- EAT BREAKFAST
- Get a good night’s sleep!
- Take your Driver’s License and your Ticket.
- Your counselor or Ms. Gilley will **NOT** be available on the morning of the test.

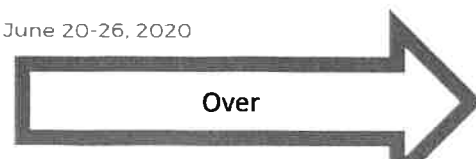


## How to Register for the ACT Exam:

1. Gather the following information:
  - Name
  - Address
  - Email (one you can get into and remember the password)
  - Social Security Number
  - Parent's name and email
  - High School Classes and Grades
  - List of Potential Colleges (I always suggest to include North Arkansas College)
  - Digital Head Shot
  - Credit Card or Fee Waiver
2. Go to the ACT Registration Website:
  - <http://www.act.org/content/act/en/products-and-services/the-act.html>
3. Create an Account:
  - Write down your login and password. (trust me on this)  
Login: \_\_\_\_\_  
Password: \_\_\_\_\_
4. Click on "Register to Test"
  - Make sure to answer these questions accurately.
5. Complete the profile sections.
  - Most of these questions are optional. Do them anyway.
6. Choose your test date.

### 2019-2020 Test Dates (National)

Test Date	Registration Deadline	(Late Fee Required)
September 14, 2019	August 16, 2019	August 17-30, 2019
October 26, 2019	September 20, 2019	September 21-October 4, 2019
December 14, 2019	November 8, 2019	November 9-22, 2019
February 8, 2020	January 10, 2020	January 11-17, 2020
April 4, 2020	February 28, 2020	February 29-March 13, 2020
June 13, 2020	May 8, 2020	May 9-22, 2020
July 18, 2020*	June 19, 2020	June 20-26, 2020



**7. Select your test option: With or Without Writing**

- Most colleges in Arkansas DO NOT require the Writing
- College of the Ozarks DO NOT require the Writing

**8. Choose the colleges to receive your scores.**

- You can list 4.
- If you wait and try to send your scores after you take the test, there is a charge of \$12
- You should list 4
- Please list North Arkansas College. (Trust me)

**9. Pick your test center.**

- North Arkansas College
  - Sep, Oct, Dec, Feb, Apr, Jul
- Marshall High School
  - Oct, Dec, Feb, Apr
- Valley Springs High School
  - Sep, Oct, Dec, Feb, Apr
- Jasper High School
  - Sep, Oct, Dec, Feb, Apr

**10. Confirm your information**

- Double check and make sure that your information is correct

**11. Pay for the test**

- \$50.50 without writing, pay with Credit card
- Waiver
  - Eligibility Requirements
    1. Enrolled in 11<sup>th</sup> or 12<sup>th</sup> grades
    2. Testing in the US, US territories or Puerto Rico
    3. Meet 1 of the following indicators
      - a. Enrolled in Free or Reduced Lunch Program
      - b. Enrolled in Educational Talent Search but still show you are disadvantaged
      - c. Reside in foster home, ward of the state or homeless
      - d. Family receives low income public assistance
      - e. Family's total annual income is at or below the USDA levels for free or reduced lunch

**12. Upload your picture and print your ticket**

- Keep up with your ticket

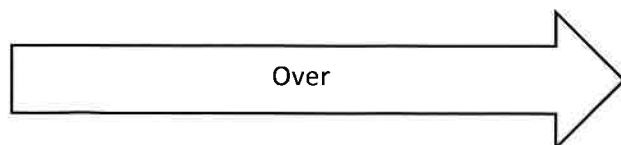
# ACCUPLACER

## ➤ What is the Accuplacer?

- A comprehensive, web-based assessment tool used to determine your skills in reading, writing and math.
- Test is untimed but most students complete in less than 90 minutes
- All questions must be answered.
- Cannot go back to answer any questions.
- This is an adaptive test.
  - This means that the questions get more difficult as you give more right answers.
  - For every wrong answer, the questions get easier.
- Test scores are available as soon as you have completed the Exam.

## ➤ Why take the Accuplacer?

- To see where you are before the ACT.
- If you really just DON'T want to take the ACT.
  - However, some colleges will not accept the Accuplacer.
  - Some Scholarships will not take the Accuplacer.
- If you are going to college for a technical certificate or degree and just don't want to take the ACT.
  - \*\*\*\*\*WARNING\*\*\*\*\* You are required to take the ACT as Junior.
- If you make less than 19 on any subject area on the ACT, then I recommend taking the Accuplacer for that particular subject.



# **HOW TO STUDY FOR THE ACCUPLACER**

1. Go to [accuplacer.collegeboard.org](https://accuplacer.collegeboard.org)
2. Click on Students
3. Click on Student Practice

You can take this test at your High School. Check with your Counselor.

You do not have to the whole test all at one time. You could just take a section at a time.



# College

- College?
  - Technical Certificates
  - 2 year degrees
  - 4 year degrees
  - ANY training after high school
- How do I decide which College to go to?
  - First, you need to decide a career path.
  - What if I just don't know what I want to do in life?
    - Take a Career Assessment
      - This will tell you what you are interested in
  - Still don't know?
    - I suggest taking a semester of college and exploring what is outside of High School.
- Once you figure out a career path, look at your college of choice to decide where to go.
  - Look at their websites.
- **My best advice to you is to go where you want to go.** However, keep in mind what degrees the college offers. It would be a waste of money and possibly time to find out your college doesn't even offer the degree you want.
- You are going to **NEED** to get your parents involved in your decision.



# How do I apply at a college?

- When do I need to apply?
  - Depends on where you want to go? Always apply before the Admission and Scholarship deadlines. It is different at every college.
    - If you are thinking of C of O, APPLY NOW.
  - Check websites for due dates.
- How do I apply?
  - Most applications are on-line
  - Most are Free, Some Cost
  - Some Colleges have 2 applications:
    - One for Admission
    - One for Scholarships
- What does the College Admissions office require?
  - A completed application
  - High School Transcript
    - Send your counselor an email requesting them to send your college your records.
    - Then follow up with a conversation that starts “Ms./Mr. Counselor, I sent you an email requesting my records to be sent.....”
  - ACT scores
  - Shot Record (your counselor should have this)
  - EMAILS....watch your email. Most colleges save postage and email you information and requests.....be on the lookout.
- Make sure to act quickly and don't drag your feet on any correspondence from the college.
  - DEADLINES



## College Comparison

This is to help you make decisions.

	Name of College	Name of College	Name of College
Colleges			
Deadline for Admission			
Admission Fee			
Deadline for Scholarship			
Separate Scholarship App			
Est. Cost of Attendance			
Tuition & Fees (15 hrs)			
Room & Board			
Books (est)			
<b>Total Cost of Attendance</b>			
Federal Aid:			
FAFSA			
Other			
Scholarships:			
AR Academic Challenge			
Institutional Scholarship			
Other:			
Other:			
Other:			
Other:			
<b>Total Scholarships &amp; FAFSA</b>			
Difference: Total Cost of Attendance - Total Schlrs & Aid - you get money back + you owe money			



## How to PAY for COLLEGE

**FAFSA (Free Application for Federal Student Aid):** The application for the Pell Grant:

- Based on Parent's Income unless you are considered an independent student
- Also, based on how many people in the family and how many are going to college
- Everyone fills out the FAFSA....no matter what

**State Scholarships:** go to [scholarships.adhe.edu](http://scholarships.adhe.edu)

Governor's Distinguished Scholars Program

- ACT: 32 GPA: 3.5

Amount: \$10,000 per year

Arkansas Academic Scholarship (aka Lottery Scholarship):

- You must make a 19 or better on the ACT
  - They super score.
- First semester enroll in at least 12 hours and at least 15 hours each semester your second semester and beyond
- To renew each year you must maintain at least a 2.5 GPA
- You also can take the Accuplacer and make the equivalent to the 19 ACT score.
  - You must do extra paperwork to make this happen
- Amounts:

2 year	4 year
Freshmen Year: \$1,000	Freshmen Year: \$1,000
Sophomore Year: \$3,000	Sophomore Year: \$4,000
	Junior Year: \$4,000
	Senior Year: \$5,000

- If you DO NOT make a 19 on the ACT you can reapply after completing 27 hours your first semester with at least a 2.5 GPA.

Arkansas Future Grant (ARFuture)

- Graduate from an Arkansas High School or home school or GED program
- Lived in Arkansas for at least 3 years
- Has not earned an associate degree
- Enroll in a STEM or regionally high demand field





- Completion criteria apply. (be aware of this)
- See [scholarships.adhe.edu](http://scholarships.adhe.edu) for approved programs of study

#### Workforce Challenge

- Graduate from an Arkansas High School or home school or GED program
- Lived in Arkansas for at least 3 years
- Must enroll in Information Technology, Healthcare, and Industry
- Includes Non-credit bearing classes
- See [scholarships.adhe.edu](http://scholarships.adhe.edu) for approved programs of study
- Students are not eligible for both Academic Challenge or Workforce Challenge

#### Law Enforcement Officers' Dependents Scholarships

- Dependent children or spouses of persons killed or permanently disabled in the line of duty
- Amount: Waives in state tuition, on campus room charges and mandatory fees

#### Military Dependents Scholarships:

- Dependent children or spouses of persons who were killed or MIA or prisoners of war or permanently and totally disabled through military service.
- Amount: Waives in state tuition, on campus room charges and mandatory fees at eligible Arkansas institutions.

#### Arkansas National Guard Tuition Waiver Program:

- Active member of the Arkansas Army/Air National Guard
- Amount: Tuition Waived

#### Rehabilitation Services:

- A division of the Department of Career Education, Arkansas Rehabilitation Services (ARS) has been charged with providing opportunities for Arkansans with disabilities to lead productive and independent lives. The Arkansas Career Training Institute provides vocational training and employment opportunities to adult clients with disabilities. For more information, visit the website at [www.arcareereducation.org](http://www.arcareereducation.org)



### Institutional Scholarships (Scholarships from the College)

- Usually, based on ACT Score
- GPA
- Amounts vary per institution
- There is ALWAYS a deadline

### Private Scholarships/Local Scholarships

- Best place to get these applications is from your counselor
- Some Counselors
  - Send Scholarships to the school's email.
  - Post Scholarships on the Counselor's Page on the Schools website
  - THEY have deadlines
  - Usually require an essay of some type
- Fundmyfuture.info (this is my favorite scholarship search website) All of the scholarships are not local most are National Scholarships

### TRIO Scholarships

- TRIO Educational Scholarship to NAC
  - Ms. Gilley will give you the app
  - Amount: \$250
- AASAP (Arkansas Association of Student Assistance Programs)
  - TRIO's state organization
  - Application will be emailed by Ms. Gilley
  - Amount: varies from \$750 to \$1,000
- SWASAP (Southwest Association of Student Assistance Programs)
  - TRIO's regional organization
  - Application emailed by Ms. Gilley
  - Amount: \$750

### National Scholarships (anyone in US can apply)

- [www.fastweb.com](http://www.fastweb.com)
- [www.chegg.com/Scholarships](http://www.chegg.com/Scholarships)
- There are many.....just google

\*\*\*\*\*WARNING\*\*\*\*\* NEVER pay someone to do your FAFSA or pay for a Scholarship. IF they ask for MONEY, then it is NOT legit.



## How to complete the FAFSA

### Step #1: Create a FSA ID.

Go to [fsaid.ed.gov](https://fsaid.ed.gov) and create your FSA ID. The FSA ID is the username and password you use on federal student aid websites such as [Studentaid.gov](https://studentaid.gov) and [StudentLoans.gov](https://studentloans.gov) and on the myStudent Aid mobile app. Your FSA ID is your signature so it must be unique to you. It's important to understand that the student and parent may not share an FSA ID. Parents need a FSA ID, too. See FSA ID sheet.

### Step #2: Complete the Fee Application for Federal Student Aid (FAFSA).

Go to [www.studentaid.gov](https://www.studentaid.gov) or use the myStudentAid mobile app to complete your FAFSA. This applications is necessary for awarding federal student aid and most state and/or college aid.

If eligible, use the IRS Data Retrieval Tool – This tool allows applicants who have already filed their federal Income tax returns to prefill the answers to questions on the FAFSA by transferring data from their federal income tax returns. While completing the online FAFSA or updating an existing FAFSA, eligible applicants will be provided with an opportunity to use the IRS Data Retrieval Tool. This can save time in completing the FAFSA and is also the easiest way to provide you tax data. It may also reduce the likelihood that your FAFSA will be selected for verification.

**Tip: The FAFSA opens annually on October 1 for the next academic year. You will be filing the 2020-2021 FAFSA. You will use the 2018 tax information.**



### Step #3: Review the Student Aid Report (SAR)

You will receive the Student Aid Report (SAR) in an email after you complete the FAFSA. Review this report and make any corrections by logging back into your FAFSA.

### Step #4: Submit paperwork requested by the financial aid office in a timely manner.

The financial aid office at the school(s) you selected on the FAFSA will receive an electronic copy of your application. If the U.S. Department of Education selects you for verification, the financial aid office is required to collect certain documents from you. (Verification is a random selection. If you enter your tax information manually then you will most likely be selected for verification) Most financial aid offices will email this request. Be sure to check your email and respond timely. Occasionally other documents may be requested even if you are not selected for verification.

### Step #5: Review your aid offer.

Once the financial aid is completed at your college. You will receive an aid offer by mail or email. You need to read and understand and accept it or decline it. You will need to return the offer to you Financial Aid Office.





## Things to remember when filling out the FAFSA:

- To be considered an independent student you must meet one requirement:
  - At least 24 years old
  - Married
  - Graduate student
  - Veteran
  - An orphan or ward of the court
  - With legal dependents other than a spouse
  - Emancipated minor
  - Homeless or at risk of becoming homeless
  
- If you were unable to use the Data Retrieval Tool and had to enter your tax information manually, you will need to get a Tax Transcript from the IRS because more than likely you will be selected for Verification and will need this.
  - This is NOT a photocopy of your taxes
  - You must order this on line
    - It is Free
    - Go to [irs.gov](https://www.irs.gov)
    - Click on “Get your Tax Record”
    - You can either “Request Online” or “Request by Mail”
      - Request by Mail is the easier of the two but will take about 10 days.



## Loans

Are loans bad?

Loans are taken out from banks and lending institutions all the time for various items such as houses, vehicles, recreational items and education. Loans become “bad” when you borrow more than what you can afford to pay back. And that is the key here....Loans have to be paid back plus interest. Interest is how banks and lending institutions earn money for letting you borrow money.

Do I need to take a loan out?

That depends. Do you need extra to help pay for school?

**Here is my best advice:** If you need a little extra help to get an education that will potentially make you marketable to make more money then you should take a loan. HOWEVER, only take what you need. They are going to offer you the max. DO NOT take it. Tell the financial aid office you want only enough to cover your balance. START making payments on the loan as soon as possible even if it is just like \$20.

If you take a LOAN, then you need to complete the Federal Student Loan Master Promissory Note (MPN) and Loan Entrance Counseling @ [www.studentaid.gov](http://www.studentaid.gov)



# Student's FSA ID

Go to [fsaid.ed.gov](https://fsaid.ed.gov)

E-mail Address: \_\_\_\_\_

Username: \_\_\_\_\_

Password: \_\_\_\_\_

Challenge Question #1: \_\_\_\_\_

Answer #1: \_\_\_\_\_

Challenge Question #2: \_\_\_\_\_

Answer #2: \_\_\_\_\_

Challenge Question #3: \_\_\_\_\_

Answer #3: \_\_\_\_\_

Challenge Question #4: \_\_\_\_\_

Answer #4: \_\_\_\_\_

Secure Code from email: \_\_\_\_\_

Go to [FAFSA.ed.gov](https://fafsa.ed.gov)

Click on Start Here

I am a student

Enter your FSA Id info

2020-2021 FAFSA

SAVE KEY: \_\_\_\_\_



# Parent's FSA ID

Go to [fsaid.ed.gov](https://fsaid.ed.gov)

E-mail Address: \_\_\_\_\_

Username: \_\_\_\_\_

Password: \_\_\_\_\_

Challenge Question #1: \_\_\_\_\_

Answer #1: \_\_\_\_\_

Challenge Question #2: \_\_\_\_\_

Answer #2: \_\_\_\_\_

Challenge Question #3: \_\_\_\_\_

Answer #3: \_\_\_\_\_

Challenge Question #4: \_\_\_\_\_

Answer #4: \_\_\_\_\_

Secure Code from email: \_\_\_\_\_





**Request Form for Letter of Recommendation**

*One to two weeks' advance notice should be given!*

Complete this portion each time you request a letter of recommendation.

Recommendation requested from: \_\_\_\_\_ Date requested: \_\_\_\_\_

Name of Scholarship: \_\_\_\_\_ Date needed: \_\_\_\_\_

Recommendation Letter to be forwarded to: (check one)

\_\_\_\_\_ Give to Student \_\_\_\_\_ Mail to: \_\_\_\_\_

\_\_\_\_\_ Give to Counselor \_\_\_\_\_

Complete this portion one time and make copies.

Student Name: \_\_\_\_\_ Student Phone #: \_\_\_\_\_

Complete the following OR provide a detailed student resume to the person writing your recommendation:

**ACADEMIC INFORMATION**

Cumulative GPA \_\_\_\_\_ Class Rank \_\_\_\_\_ Best ACT Score \_\_\_\_\_

List Academic Awards you have received: \_\_\_\_\_

College you plan to attend and major/minor/career goals: \_\_\_\_\_

Is financial aid a factor? Yes \_\_\_\_\_ No \_\_\_\_\_ Explain briefly: \_\_\_\_\_

**ATHLETICS AND ACTIVITIES (List your activities and grade level performed).**

**Athletics**

**Extracurricular Activities**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Non-Academic Awards**

**Volunteer/Work Experience**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## STUDENT RESUME

What is it? Your resume is an organized summary about you; an advertisement of you; a record of your strengths, abilities, goals and accomplishments. It is required for some scholarships and helpful for many others. Several formats are available. You can visit with your English teacher or check templates in Microsoft Word for examples.

Resumes should be:

- ✓ Up to date.
- ✓ Well organized and easy to read.
- ✓ Concise – one page is preferred.
- ✓ Free of grammatical errors and spelling mistakes.
- ✓ Neat and attractive.

Specific scholarships and colleges will often have a specific list of what they are looking for in a student resume. Be sure to follow their list exactly if they provide you with one. Also, student resumes will need to be adapted to fit the specific scholarship you are completing an application for.

<b>Extracurricular Activity/Club</b>	<b>Grade 9 Member? Officer?</b>	<b>Grade 10 Member? Officer?</b>	<b>Grade 11 Member? Officer?</b>	<b>Grade 12 Member? Officer?</b>
FFA				
FCCLA				
Beta Club				
Key Club				
FBLA				
FCA				
Class Officer				
Athletics				
Student Council				
Yearbook				
EAST				
Skills				
Church Groups				
4-H				

## Resume Worksheet

Name \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone # \_\_\_\_\_ Cell Phone# \_\_\_\_\_

Email Address: \_\_\_\_\_

Education (High School you attend): \_\_\_\_\_

Expected graduation date: \_\_\_\_\_

Academic Honors:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Extra-curricular activities (clubs, school leadership positions, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Community service (organization, what you did, when you did it):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employment/work experience (where did you work, job title, dates of employment, duties):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Worksheet Due: \_\_\_\_\_

Final Draft/Typed Copy Due: \_\_\_\_\_ (See Sample Resumes)

## STUDENT RESUME CONTENT

Your Name  
Your Address  
Your Phone #

### Educational Background

Cave City High School

August 2010 - Present

711 North Main

Cave City, Arkansas 72521

(be sure to list other high schools you have attended)

### College and Career Plans

#### Basic Educational Statistics

Your GPA:

Your Class Rank:

Your Graduation Date:

Your ACT score:

#### Academic Achievements

Examples: You can include Honors courses, AP courses, Honor Graduate, special academic projects, student of the week, etc

#### Awards, Achievements, and Honors

Academic awards – awards night, music awards, athletic awards

#### Extracurricular Activities

Clubs, sports, etc

#### Leadership

Include any leaderships position such as class officer, etc

#### Community Service

Christmas baskets, food drives, blood drives – don't forget community service activities you have participated in outside of school such as with your church

#### Work History

# SAMPLERESUMES

## JOHN ANDREW SMITH

1111 Main Street  
Anytown, IA 50701  
(555) 555-5555  
John.smith@emailserver.com

### PROFESSIONAL EXPERIENCE

---

**A.J.'s Pet Shop, Anytown, IA**  
**Assistant**

**10/10 - Present**

Assisting the owner with inventory.  
Working with customers to meet their pet needs.

**A. Town Foodstores, Anytown, IA**  
**Cashier & Delivery**

**5/09 - 5/10**

Worked the cash register helping patrons.  
Assisted manager in training new employees.  
Delivered groceries to home-bound customers.

### EDUCATION

---

**Washington Irving High School, Anytown, IA**  
**High School Diploma**

**2011**

### OTHER INTERESTS

---

Habitat for Humanity, Volunteer  
Meals on Wheels, Volunteer

### SPECIAL ACCOMPLISHMENTS

---

Honor Roll for 4 consecutive semesters.  
First chair trombone in symphonic band.  
Student of the Month, January, 2010.

## WRITE IT DOWN!

Always write down your ID and passwords in a safe place where you will not lose it!  
Keep them in the table below.

Description	Log-IN or ID	Password
EX: FAFSA (student)	Hsanderson	Collegerules_01





### Scholarship Tracking Chart

Name of Scholarship Contact Information	Award Amount	Due Date	Date & Method Submitted	Aid Received	Renewal Requirements

