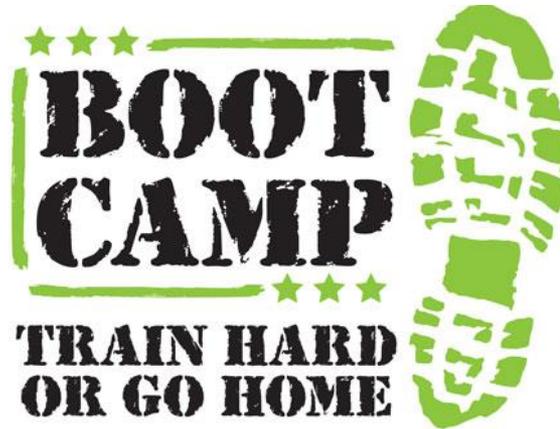


**COLLEGE APPLICATION BOOT
CAMP
DAY 1: THE BASICS**



YOUR HIGH SCHOOL COUNSELOR!

Ms. Bryen (Yes, like the first name but spelled wrong)

Born in Washington, DC

Originally from Maryland and attended the University of Maryland for both my Masters Degree and Bachelors Degree

Fun facts:

1. Has 3 siblings
2. Ate gator tail for the first time this weekend (It doesn't taste like chicken)
3. Hates snow

REQUESTING TRANSCRIPTS

Transcript Request Form

- Forms are online or in C209-2-12
- Most are mailed (some Florida schools are electronic)
- 2-4 week turnaround time
 - Please see Mrs. Flinchum for transcript request forms/questions about the status of your transcript request

TRANSCRIPTS

Check the college's website to see where and how they want your transcripts sent

Electronic- only SPEEDE or FASTER- the school will give you the ID number- you need to give us the ID #

- Example: <https://admissions.ucf.edu/faq/>

Use the admissions office address, not the school's physical address

Send AFTER you apply** (this is extremely important)

READING TRANSCRIPTS

DISTRICT: 75 SCHOOL: 0391 P.K. YONGE DEVELOPMENTAL REDISTRICT: 75 SCHOOL: 0391 P.K. YONGE DEVELOPMENTAL R
 YEAR: 2011-2012 GRADE LEVEL: 09 YEAR: 2012-2013 GRADE LEVEL: 10

T	COURSE#	COURSE TITLE	SUBJECT AREA	CRSE FLAG	G	A	O	CREDIT	T	COURSE#	COURSE TITLE	SUBJECT AREA	CRSE FLAG	G	A	O	CREDIT
1	1001320	ENG HON 1	EN		A	Z	N	0.50 0.50	1	2109420	ADV PL WORLD HIST	WH	L	B	Z	N	0.50 0.50
1	1200310	ALG 1	A1		B	A	N	0.50 0.50	1	2102360	ADV PL MICROECON	EC		B	Z	N	0.50 0.50
1	0400310	DRAMA 1	PF		A	Z	N	0.50 0.50	1	1001350	ENG HON 2	EN		B	Z	N	0.50 0.50
1	2000320	BIO 1 HON	BI		A	Z	N	0.50 0.50	1	1200340	ALG 2 HON	MA		B	Z	N	0.50 0.50
1	0104320	DRAW/PAINT 1	PF		A	Z	N	0.50 0.50	1	2003350	CHEM 1 HON	SC		A	Z	Y	0.50 0.50
1	2103400	ADV PL HUMAN GEOG	EL		B	Z	N	0.50 0.50	1	0400320	DRAMA 2	PF		A	Z	N	0.50 0.50
2	1001320	ENG HON 1	EN		B	Z	N	0.50 0.50	2	2109420	ADV PL WORLD HIST	WH	L	A	Z	N	0.50 0.50
2	1200310	ALG 1	A1		B	A	N	0.50 0.50	2	2102370	ADV PL MACROECO	EC		B	Z	N	0.50 0.50
2	0400310	DRAMA 1	PF		A	Z	N	0.50 0.50	2	1200340	ALG 2 HON	MA		C	Z	N	0.50 0.50
2	2000320	BIO 1 HON	BI		A	Z	N	0.50 0.50	2	1001350	ENG HON 2	EN		A	Z	N	0.50 0.50
2	0104320	DRAW/PAINT 1	PF		A	Z	N	0.50 0.50	2	2106430	ADV PL COMP GOV	AG		A	Z	N	0.50 0.50
2	2103400	ADV PL HUMAN GEOG	EL		B	Z	N	0.50 0.50	2	2003350	CHEM 1 HON	SC		A	Z	Y	0.50 0.50
3	1900300	DRIVER ED CLASS	EL		A	Z	N	0.50 0.50									CREDIT, TERM: 8.00 8.00

CREDIT, TERM: 7.00 7.00

	GPA	QTY	PTS		GPA	QTY	PTS	DISTRICT-TERM:	GPA	QTY	PTS	CUM:	GPA	QTY	PTS
DISTRICT-TERM:	3.9286	27.50		CUM:	3.9286	27.50		4.0000	30.00			3.9655	57.50		
STATE-TERM:	3.6429	25.50		CUM:	3.6429	25.50		3.3750	27.00			3.5000	52.50		

2011-2012 ANNUAL DAYS-PRESENT: 176 ABSENT: 4
 SUMMER TERMS DAYS-PRESENT: 0 ABSENT: 0
 ACADEMICALLY PROMOTED

2012-2013 ANNUAL DAYS-PRESENT: 169 ABSENT: 11
 SUMMER TERMS DAYS-PRESENT: 0 ABSENT: 0
 ACADEMICALLY PROMOTED

DISTRICT: 71 SCHOOL: 0600 FLVS PART TIME 9-12
 YEAR: 2012-2013 GRADE LEVEL: 10

DISTRICT: 71 SCHOOL: 0600 FLVS PART TIME 9-12
 YEAR: 2013-2014 GRADE LEVEL: 11

T	COURSE#	COURSE TITLE	SUBJECT AREA	CRSE FLAG	G	A	O	CREDIT	T	COURSE#	COURSE TITLE	SUBJECT AREA	CRSE FLAG	G	A	O	CREDIT
1	1206320	GEO HON	MA	C	B	Z	N	0.50 0.50	1	3026010	HOPE	PE		A	Z	Y	0.50 0.50
1	1206320	GEO HON	GE	C	B	Z	N	0.50 0.50	1	0706310	LATIN 2	FL		A	Z	N	0.50 0.50
2	0706300	LATIN 1	EL		A	Z	N	0.50 0.50	2	3026010	HOPE	PE		A	Z	Y	0.50 0.50
2	1206320	GEO HON	GE	C	B	Z	N	0.50 0.50	2	0706310	LATIN 2	FL		A	Z	N	0.50 0.50

READING TRANSCRIPTS

DISTRICT: 75 SCHOOL: 0391 P.K. YONGE DEVELOPMENTAL RI
 YEAR: 2011-2012 GRADE LEVEL: 09

T	COURSE#	COURSE TITLE	SUBJECT AREA	CRSE FLAG	G R	A C	O N	CREDIT ATT./EARN
1	1001320	ENG HON 1	EN		A	Z	N	0.50 0.50
1	1200310	ALG 1	A1		B	A	N	0.50 0.50
1	0400310	DRAMA 1	PF		A	Z	N	0.50 0.50
1	2000320	BIO 1 HON	BI		A	Z	N	0.50 0.50
1	0104320	DRAW/PAINT 1	PF		A	Z	N	0.50 0.50
1	2103400	ADV PL HUMAN GEOG	EL		B	Z	N	0.50 0.50
2	1001320	ENG HON 1	EN		B	Z	N	0.50 0.50
2	1200310	ALG 1	A1		B	A	N	0.50 0.50
2	0400310	DRAMA 1	PF		A	Z	N	0.50 0.50
2	2000320	BIO 1 HON	BI		A	Z	N	0.50 0.50
2	0104320	DRAW/PAINT 1	PF		A	Z	N	0.50 0.50
2	2103400	ADV PL HUMAN GEOG	EL		B	Z	N	0.50 0.50
3	1900300	DRIVER ED CLASS	EL		A	Z	N	0.50 0.50
CREDIT, TERM:								7.00 7.00

	GPA	QTY	PTS	CUM:	GPA	QTY	PTS
DISTRICT-TERM:	3.9286	27.50		3.9286	27.50		
STATE-TERM:	3.6429	25.50		3.6429	25.50		

District GPA= Weighted
 State= Unweighted
 Term= Just that year
 CUM= All HS courses

READING TRANSCRIPTS

```

***** C U M U L A T I V E   S U M M A R Y *****
*           AS OF: 08/03/2015
* GRADUATION OPTION: 4-YR STANDARD
* YEAR ENTERED NINTH GRADE: 20112012
*           - - - - - C R E D I T S - - - - -
*           SUBJECT  TOTAL  TOTAL  TOTAL  TOTAL
*           AREA    TO DATE  NEEDED  WAIVED  REMAIN*
* ENGLISH (EN)     4.00   4.00   0.00   0.00
* ALGEBRA I (A1)   1.00   1.00   0.00   0.00
* ALGEBRA II (A2)  0.00   0.00   0.00   0.00
* GEOMETRY (GE)    1.00   1.00   0.00   0.00
* MATHEMATICS (MA) 4.50   2.00   0.00   0.00
* BIOLOGY (BI)     1.00   1.00   0.00   0.00
* SCIENCE (EQ/SC) 4.00   2.00   0.00   0.00
* U.S. HISTORY (AH) 1.00   1.00   0.00   0.00
* WORLD HISTORY (WH) 1.00   1.00   0.00   0.00
* ECONOMICS (EC)   1.00   0.50   0.00   0.00
* U.S. GOVERNMENT (AG) 1.00   0.50   0.00   0.00
* PRACTICAL ARTS/ (PA/
* PERFORM FINE ART PF)* 3.50   1.00   0.00   0.00
* PHYSICAL ED (PE) 1.00   1.00   0.00   0.00
* FOREIGN LANGUAGE (FL) 1.00   0.00   0.00   0.00
* LANGUAGE ARTS (LA) 0.00   0.00   0.00   0.00
* SOCIAL STUDIES (SS) 1.00   0.00   0.00   0.00
* ELECTIVE (EL)    4.50   8.00   0.00   0.00
* ESE (EX)         0.00   0.00   0.00   0.00
* COMPUTER ED (CE) 0.00   0.00   0.00   0.00
* LIFE MGMT SKILLS (LM) 0.00   0.00   0.00   0.00
* HALF SC HALF VO (SV) 0.00   0.00   0.00   0.00
* CREDITS, CUMULATIVE: 30.50  24.00  00.00  00.00
* * TOTALS INCLUDE VOCATIONAL & PERFORM FINE ARTS
*           GPA QTY PTS           GPA QTY PTS
* DISTRICT: 4.1311 126.00 STATE: 3.5645 110.50
*****

```

```

DIPLOMA-DATE: 06/04/2015
TYPE: STANDARD HIGH SCHOOL DIPLOMA
DESIGNATION: SCHOLAR-YES MERIT-NO
DISTRICT CLASS RANK-EFFECTIVE DATE: 05/26/2015
CLASS RANK, NUMERICAL POSITION: 23
CLASS RANK, PERCENTILE: 80
CLASS RANK, TOTAL NUMBER IN CLASS: 112
DATE PASSED ASSESSMENT TEST FOR GRADUATION PURPOSES
ENGLISH/LANGUAGE ARTS: 04/15/2013
MATHEMATICS/ALGEBRA 1: 05/14/2012
BIOLOGY ASSESSMENT PASSED
GEOMETRY ASSESSMENT PASSED
WORLD LANGUAGE REQUIREMENT MET
COMMUNITY SERVICE HOURS: 0150 REQUIREMENT MET: Y
ONLINE COURSE EXEMPT = Z REQUIREMENT MET: Y

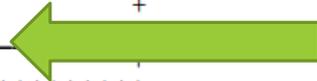
```

Class Rank
 Final Transcript will include grad
 date and type of diploma
 Community Service

```

+++++
+CERTIFIED BY:
+SIGNATURE: _____
+DATE: _____
+++++

```



This is what makes it "Official"

TEST SCORES

On the transcripts:

School tests (FSA, EOCs, PSAT)

ACT & SAT= as long as you request them to be sent to us → also can take a few months to be input

Colleges require SAT & ACT scores to be sent directly from College Board and ACT

Not on the transcript:

AP Scores

SENDING TEST SCORES

ACT

- <http://www.actstudent.org/scores/send/>

SAT

- <https://sat.collegeboard.org/register/sat-score-choice>

----- TEST INFORMATION -----

GRD	TEST DATE	TEST NAME	LEVEL FORM	SUBJECT CONTENT	SCORE TYPE	SCORE TYPE	SUBJECT CONTENT	SCORE TYPE	SCORE TYPE	SUBJECT CONTENT	SCORE TYPE	SCORE TYPE
12	10/11/2014	SA3		SAT VCR	SS 0680	NP 0093	SAT M	SS 0630	NP 0082	SAT ESAY	SS 0011	NP 0000
				SAT MC	SS 0069	NP 0000	SAT WRIT	SS 0740	NP 0098			
10	05/21/2013	ECG		GEMYTO	RS 0036	RC 0000	GEMYTO	SS 0425	AL 0004	TWDIGTY	RS 0025	RC 0000
				TWDIGTY	SS 0000	AL 0000	THRDGTY	RS 0006	RC 0000	THRDGTY	SS 0000	AL 0000
				TRIGDIMA	RS 0005	RC 0000	TRIGDIMA	SS 0000	AL 0000			
10	04/15/2013	FC2		READ (T)	SS 0000	AL 0005	READ (T)	DS 0279		MATH (T)	SS 0000	AL 0000
				MATH (T)	DS 0000		SCIENCE	SS 0000	AL 0000	SCIENCE	DS 0000	
				VOCAB	PI 0007		READAPP	PI 0013		LITANAL	PI 0009	
10	04/15/2013	FC2		INFOTEXT	PI 0013		NTRESC	PI 0000		ESSCE	PI 0000	
				PHYSCE	PI 0000		LFSCNCE	PI 0000		EXPREQN	PI 0000	
				EXEQFUNC	PI 0000		EXEQSTAT	PI 0000		FRACRPRS	PI 0000	
10	04/15/2013	FC2		GEOMETRY	PI 0000		MANBT	PI 0000		MANBTF	PI 0000	
				NFRACTIN	PI 0000		PROBOPER	PI 0000		PROBOPST	PI 0000	
				RATIOPRO	PI 0000		PROBSTAT	PI 0000		FCA CMIT	PI 0031	
10	04/15/2013	FC2		FCA CML	PI 0011							
10	03/09/2013	SA3		SAT VCR	SS 0690	NP 0094	SAT M	SS 0560	NP 0064	SAT ESAY	SS 0008	NP 0000
				SAT MC	SS 0063	NP 0000	SAT WRIT	SS 0620	NP 0086			
10	02/26/2013	WAP	10	WRITING	SS 0000		WR PERSU	RS 0000	PI 0000	WR NARRA	RS 0000	PI 0000
				WR EXPOS	RS 0055	PI 0000	WR FOCUS	RS 0000	PI 0000	WR ORG	RS 0000	PI 0000
				WR SUPP	RS 0000	PI 0000	WR CONV	RS 0000	PI 0000			
09	05/14/2012	ECA		ALGEBR	RS 0039	RC 0000	ALGEBR	SS 0434	AL 0004	ALGEBR	PF 0001	
				FLEQINEQ	RS 0024	RC 0000	FLEQINEQ	SS 0000	AL 0000	POLYNOM	RS 0008	RC 0000
				POLYNOM	SS 0000	AL 0000	RRQDM	RS 0007	RC 0000	RRQDM	SS 0000	AL 0000
09	05/07/2012	EB1		BIOLO	RS 0048	RC 0065	BIOLO	SS 0000	AL 0000	MLCLBL	RS 0018	RC 0000
				MLCLBL	SS 0000	AL 0000	CHEVLN	RS 0011	RC 0000	CHEVLN	SS 0000	AL 0000
				OPECSS	RS 0019	RC 0000	OPECSS	SS 0000	AL 0000			

SA3= SAT

ECG= EOC Geometry

FC2= FCAT Reading

ECA= EOC Algebra

EB1= EOC Biology

ACT= ACT

PSAT

WAP= FCAT Writing

WHAT IS YOUR COLLEGE FIT?

College Fit Defined

- *Intentionally choosing colleges that fit your needs and are appropriate based on your academic qualifications*
- *Do not choose a school because of their “gift wrapping”
(ex. Their mascot, football team, popularity)*

COLLEGE FIT BY ACADEMICS

What is an Academic Profile?

Tell you what the previous year admits academic profile looked like

Gives you a way to compare your academics to what the school is looking for

How do you find freshman profiles?

- Google “Freshman Profiles + school name”
- Undergraduate Admissions webpage for the school

FRESHMAN PROFILES CONTINUED

Example:

- Step 1: Google “FSU Freshman Profile”
- Step 2: Go to first link:
- <http://admissions.fsu.edu/freshman/admissions/requirements.cfm>

COLLEGE FIT BY SCHOOL CHARACTERISTICS

Narrow down your search by filtering your options based on your needs/desires (ex. Location, cost, majors, housing, academic qualifications, etc.)

Big Future by College Board

Website: <https://bigfuture.collegeboard.org/college-search>

ACTIVITY: MATCHMAKING

Step 1: Big Future College Search

- Filter your options by making selections in the Search Options Box

Step 2: Choose one school to review

Step 3: Open a new tab and search for that school's admissions website

Step 4: Complete the *College Fit Worksheet* using the Big Future College Search



APPLICATION TYPE

Online- School Website

Online- Common Application

Paper

UF & FSU → SSAR (Self-reported Student Academic Record)

DEADLINES

Early Decision: Binding, student must attend if accepted and must withdraw from all other applications

Early Action: Do NOT have to commit upon receiving acceptance letter but do have to decide by May 1

Regular Decision: Normal process for applying to college; you would get an answer by April 1 (these deadlines are usually December 1 / January 1)

Late Applications: Applying after January 1

Rolling Admissions: Candidates can submit their application at any time within a larger window.



PARTS OF THE APPLICATION

Personal & Demographic Information

Academic History (Transcript & Test Scores)

Holistic Component (essay, resume, short questions)

Payment-Submit Application

Send Transcript

Send Test Scores (separate from transcript!)

Follow Up



WHAT ARE COLLEGES LOOKING FOR?

Small Group Discussion

11 Application Mistakes to Avoid

TIPS FROM A PKY GRADUATE

If you are planning to apply Early Decision, make sure that the financial aid given by the school will be enough. Often times if you are admitted Regular Decision, schools will compare and match financial aid packages.

If you are planning to apply to a school that you may think requires subject tests, research it, and if so, take them as soon as possible.

Always do everything early! You cannot successfully procrastinate your way through college applications!

Always apply to an affordable safety school.

TIPS FROM A PKY GRADUATE CONT.

Don't ask your teachers or Ms. Bryen too late for a recommendation, transcript, counselor submission etc. A month to two months in advance is always safe, but a few days or a week isn't.

Have a trustworthy and knowledgeable person read your essays!

Apply for small scholarships because they add up and are often times easier to get.

USE THE FACEBOOK GROUP. There is a postsecondary mentoring page so you can get more advice from past graduates:

<https://www.facebook.com/groups/494575437413915/>



The following is a **BAD** resume! Your goal is to find different aspects of this resume that are either wrong or that you can improve upon. Be sure to take notice of not only the content of this resume, but also its aesthetics and overall presentation. The next page is an example of possible improvements and suggestions to the same resume. Complete this activity *before* moving on to the next page.

Al Kahalic

1515 Gator Lane
Gainesville, FL

352-392-1601
ineedajob@unemployed.com

Objective

A want a good job that pays lots of money!

Experience

1985–1990 Ferguson and Bardell Southridge, WA

District Sales Manager

- Increased regional sales.
- Managed 250 sales representatives in 10 Western states.
- Made training course for new recruits — speeding profitability.

1990–1994 Arbor Shoes Southridge, WA

National Sales Manager

- Increased sales from \$50 million to \$100 million.
- Doubled sales per representative.
- Suggested new products.

1975–1980 LitWare, Inc. Southridge, WA

Sales Representative

- Expanded territorial sales by 400%.
- Received company’s highest sales award four years in a row.
- Developed a training course.

Education

1999-2004 University of Florida Gainesville, FL

B.A., Business Administration and Computer Science.

Interests

Southridge Board of Directors, running, gardening, carpentry, computers, going to clubs, playing the flute.

Tips

I am a hardworking, fast learning, individual who will get the job done.

I am a team player!

References

On a separate page.

The top, bottom, and side margins should be 0.75 – 1.00 inches

Make sure that your heading is easily readable. Your name must be a larger font than any other part of the resume. Also, be sure that your address is complete, notice we are missing a zip code. A column heading would be more appropriate. Click [here](#) for example headings.

Al Kahalic

1515 Gator Lane
Gainesville, FL

352-392-1601
ineedajob@unemployed.com

Objective

A want a good job that pays lots of money!

The objective should be a concise statement regarding the type of position you are seeking. Click [here](#) for examples.

Experience

The second part of your resume should be your education.

1985–1990 Ferguson and Bardell Southridge, WA

District Sales Manager

- Increased regional sales.
- Managed 250 sales representatives in 10 Western states.
- Made training course for new recruits — speeding profitability.

The experience section should list job titles, dates, organization, location and description. Use action verbs and write in the past tense. Be sure that each statement refers to either skills you gained, thing you were really good at, and impacts you had in the job. Avoid using non-descript fragments and emphasize transferable skills. Click [here](#) to view a possible example.

1990–1994 Arbor Shoes Southridge, WA

National Sales Manager

- Increased sales from \$50 million to \$100 million.
- Doubled sales per representative.
- Suggested new products.

Be sure that your experiences are listed in order of most recent.

1975–1980 LitWare, Inc. Southridge, WA

Sales Representative

- Expanded territorial sales by 400%.
- Received company’s highest sales award four years in a row.
- Developed a training course.

Education

1999-2004 University of Florida Gainesville, FL
B.A., Business Administration and Computer Science.

Decide which is more important to the employer, the degree or the institution:

- If degree, then list the degree title first and the graduation date.
- If institution, then list school first and then location.

This section should be after the objective. Click [here](#) for an example listing.

Interests

Southridge Board of Directors, running, gardening, carpentry, computers, going to clubs, playing the flute.

This section could be replaced with a section on *Skills* rather than interests. Although personal interests may be important to you, they may not interest the employer. A *Skills* section may better promote you as a candidate. Click [here](#) for some examples of skills.

Tips

~~I am a hardworking, fast learning, individual who will get the job done.~~

I am a team player!

References

On a separate page.

Include this section only if you are trying to fill space. If you include this section, then write “Available upon request.” There is no need to include a separate reference page unless the employer specifically requests the information.

Example Headings

The heading must include your full name, address, telephone number, and email address. In each case, be sure that your full name is the largest font in the document.

Al E. Gator

100 SE 1st Street, Apt. 3B
Gainesville, FL 32606
(352) 123-4567
GatorAE@ufl.edu

John B. Gator

jonbgator@ufl.edu

Current Address:

143 Gator Drive
Gainesville, FL 32608
(352) 555 - 1111

Permanent Address:

114 Main Street
Miami, FL 33127
(352) 555 - 2222

Justin Times

1234 Archer Road ♦ Gainesville, FL 32607 ♦ (352) 555 – 3333 ♦ Justintime@ufl.edu

[BACK](#)

Example Objectives

Remember that your objective must be a concise statement for the type of position you are seeking. Your resume should support your objective by demonstrating how you are qualified for the position you are seeking.

- **Advertising:** Desire to begin a career in the media department of a large advertising agency. Eventual goal is account executive.
- **Banking:** Interested in a bank management training program. Long-term goal is to advance to position of bank officer.
- **Broadcasting:** Seeking a position as an announcer and news reporter with a television station.
- **Computer Programmer/Systems Analyst:** Desire a position as a programmer or systems analyst utilizing quantitative and mathematical training. Special interest in marketing and financial applications.
- **Consumer Product Sales:** Seeking a position as a sales representative with a consumer products organization. Eventual goal is to move into a marketing management position with involvement in training, advertising, and marketing research.

- **Graphic Design:** Desire position in advertising as a graphic designer. Particularly interested in information design, packaging, exhibits, and multimedia presentations
- **Laboratory Research:** Seeking a position as a laboratory assistant in an industrial chemical research facility.
- **Law Enforcement:** Desire a position as a police officer of a medium size city or county law enforcement agency that will benefit from my demonstrated investigative talents.
- **Museum Work:** Desire to secure a position as an assistant to the curator of collections in a museum of art and/or natural history.
- **Newspaper Reporting:** Seeking a position with a small city daily newspaper. Wish to use my interviewing, writing and photography skills.
- **Personnel:** Seeking position as an assistant in the personnel department of a medical center/health service facility that will utilize my knowledge of labor relations, benefit programs, wage administration, and employment. Eventual goal is advancement to the position of personnel manager.
- **Public Relations:** Wish to join the public relations staff of a large public utility. Interested in photography, copywriting, preparation of news releases, and publication work.
- **Publishing:** Interested in a position with a serial publication which will utilize my writing and photographic skills.
- **Retail Management:** Interested in a management trainee program or an entry-level buying position with a large department store.
- **Statistics:** Seeking a position as a statistician with a large insurance company. Eventual goal is to complete requirements to become an actuary.
- **Social Work:** Seeking a career in family counseling in an urban social service setting. Especially interested in program planning responsibilities.
- **Technical Writing:** To secure a position as a technical writer for a large computer corporation. Interested in preparing journal articles and speeches and editing of technical literature and annual reports.

BACK

Example Experiences

National Sales Manager, June 1990 – July 1994

Arbor Shoes, Southridge, WA

- Increased sales from \$50 million to \$100 million.
- Doubled slae per representative from \$5 million to \$10 million.
- Suggested new products that increased earnings by 23%.

District Sales Manager, August 1985 – May 1994

Ferguson and Bardell, Southridge, WA

- Increased regional sales from \$25 million to \$350 million.
- Managed 250 sales representatives in 10 Western states.
- Implemented training course for new recruits – speeding profitability.

Example Education

Bachelor of Arts in Business Administration, May 2004
University of Florida, Warrington College of Business, Gainesville, Florida
Major in Computer Science
Grade Point Average: 3.9/ 4.0

University of Florida, Gainesville, Florida
Bachelor of Arts in Business Administration, Warrington College of Business, May 2004
Major in Computer Science
Grade Point Average: 3.9/ 4.0

Bachelor of Arts in Business Administration, May 2004
University of Florida, Warrington College of Business, Gainesville, Florida
Major in Computer Science
Grade Point Average: 3.9/ 4.0

Relevant Courses: Financial Accounting, Managerial Accounting, Production Management, Intro to JAVA, C++, Networking.

[BACK](#)

Skills Examples

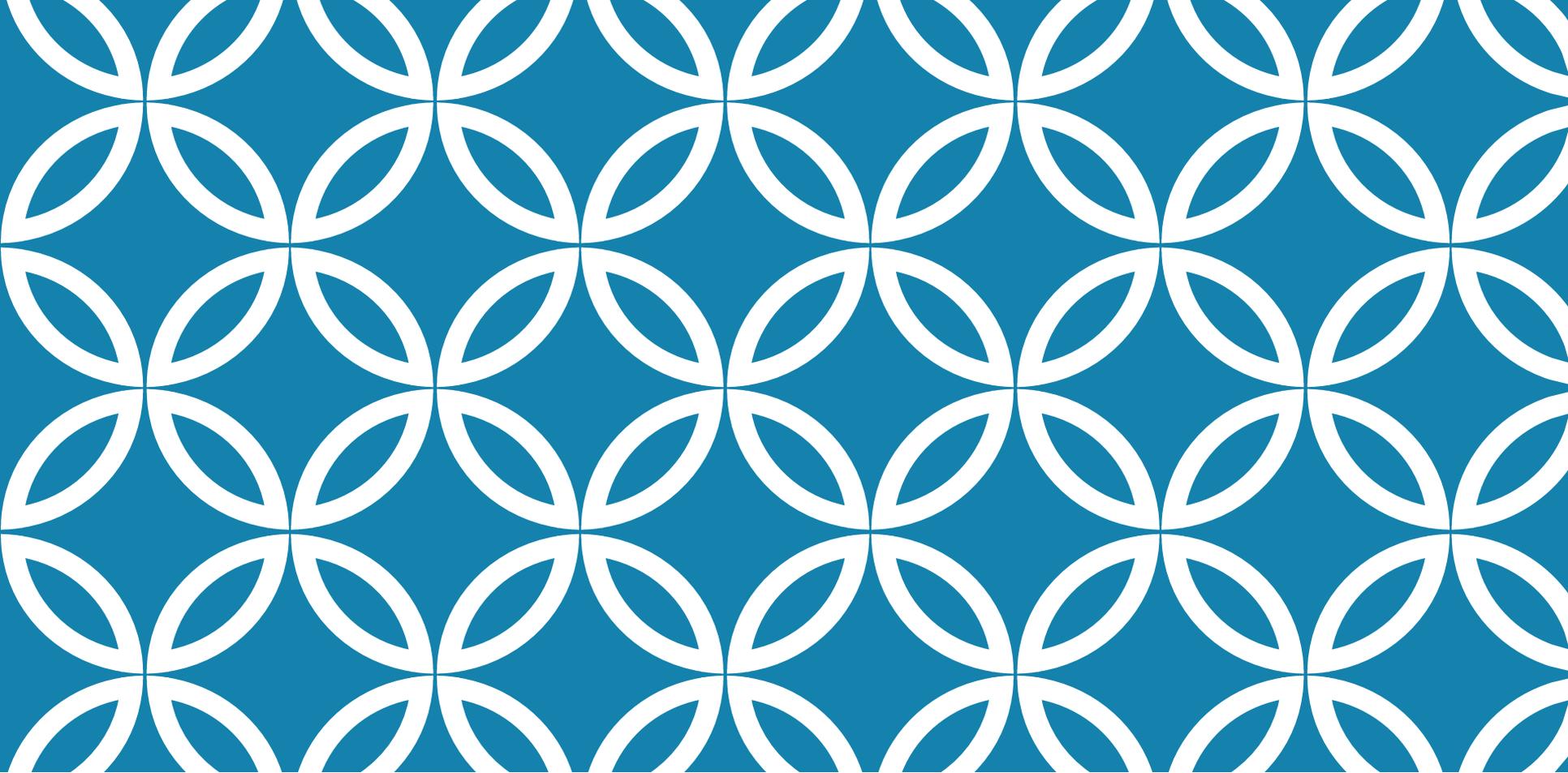
In this section you may want to include skills that are relevant to the position and any special skills that may distinguish you from other candidates. Here are some *possible* examples to think about.

- Fluent in a **language** (Spanish, French, Russian, etc.)
- **Computer Skills:** Microsoft Office, WordPerfect, Lotus123, HTML, FTP, FORTRAN, AutoCAD/CADKEY, Visual BASIC, etc.
 - *Special Software:* Adobe Photoshop, Illustrator, PageMaker (include versions), etc.
- You may also want to include any **special programs/software** pertaining to your specific field.
- Your skills are not limited to computer skills; you may also have skills and knowledge gained through experience in internships, previous employment, etc.
 - *For example:* Human Factors, Cost Analysis, Statistics, Customer Service, Inventory Control, etc.

Note: Consider listing only those skills in which you are fairly proficient. For example, if you worked in Photoshop once, then it would be improper to list this as a skill.

College Fit Worksheet

1. College Name: _____
2. What are the demographics of the school?
3. What are the **minimum/average** test scores for admission?
SAT: _____ ACT: _____
4. Do either of these tests require the writing section?
SAT: _____ ACT: _____
5. What is the **minimum/average** GPA for admission? _____
6. Is it affordable?
 - a. Tuition and fees? _____
 - b. What is included in tuition and fees? _____
 - c. Living arrangement options and cost? _____
7. What is the graduation rate? _____
8. Does the school have the academic program that will help your career?
9. If important to you, are there opportunities for experiential education? (internships or study abroad)
10. Where is the school located? How far is that from home?
11. Does the school have the student services that you need? (i.e. a writing center, multicultural student centers)



RESUME BUILDING

Boot Camp 2017 Day 2

WHAT IS THE POINT?

Your **resume** is a self-marketing tool. The **purpose** of the **resume** is to effectively communicate your assets in writing to an employer (or school). You need to know what employers (or schools) want, and then present it to them in a clear, easy to follow format. It is an art, not a science, and should be **tailored for the job you are applying** while distinguishing you from other students.

HOW TO CREATE YOUR RESUME

Presentation through College Board

<https://bigfuture.collegeboard.org/explore-careers/careers/how-to-create-your-resume>

EXAMPLE: WHAT'S WRONG WITH THIS RESUME?

Is it formatted correctly?

Is all the correct information provided?

Is the objective appropriate?

Is the work experience listed correctly? (are the dates in order? Are accomplishments included?)

If this person was in high school, what could they remove in order to include their extracurricular activities? (i.e. what part of this resume is irrelevant?)

Source: University of Florida

ACTIVITY: BUILDING A RESUME

Now it is your turn! Start building your own resume!

Some tips/suggestions:

- It does not have to be formatted perfectly (that's why we will be walking around and helping you)
- This is not a final draft- you can always add to it later
- Later you will also customize it for the job or school you are applying to
- Don't forget to include all the section we discussed (they are on the next slide)



SECTIONS TO INCLUDE

Name & Contact Information

Objective or summary statement

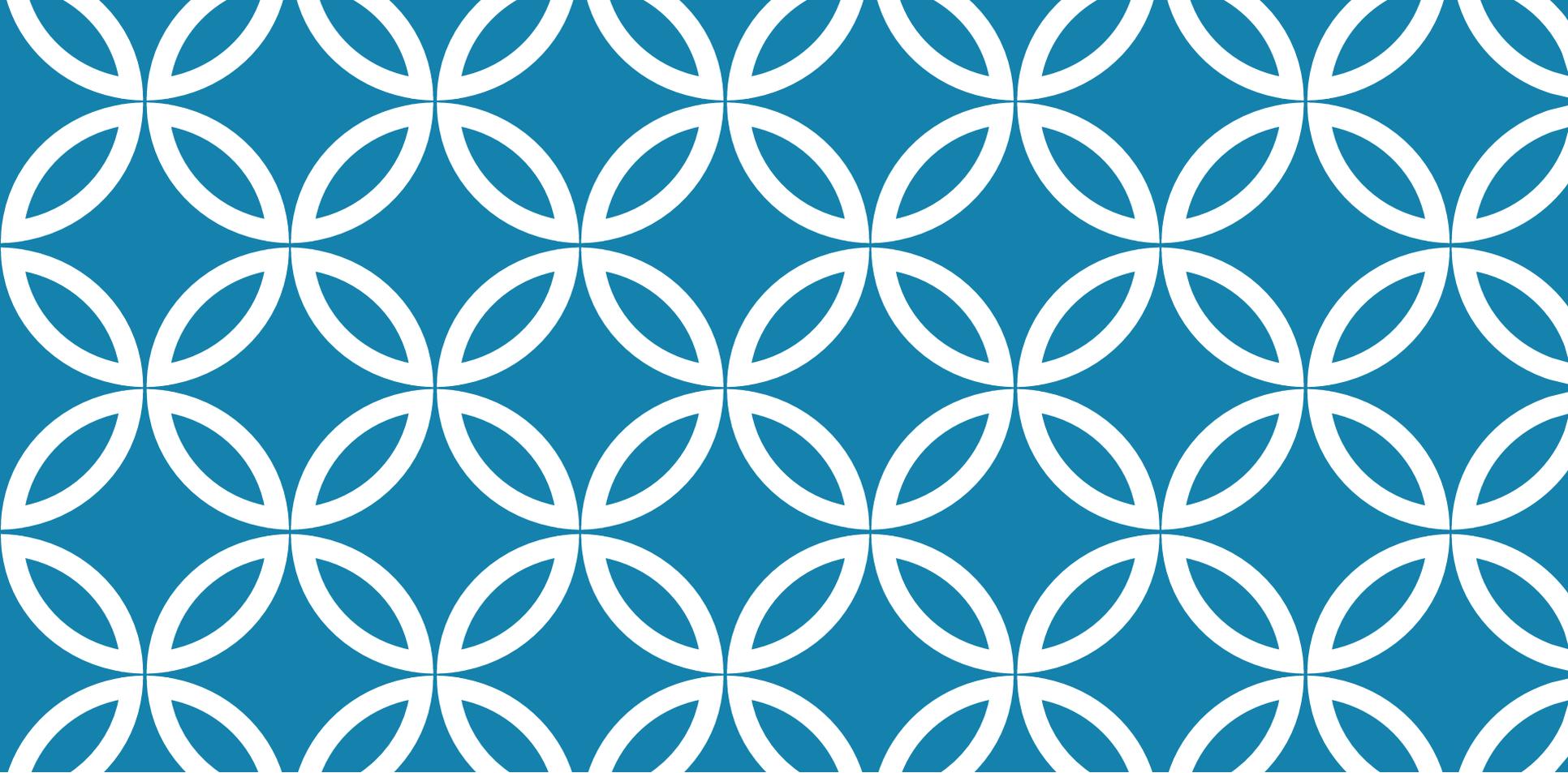
Work experience

Volunteer and extracurricular experience

Education

Skills

References- List people you would want to give you a recommendation to a job or school



COLLEGE APPLICATION BOOT CAMP

Essay Writing 101

WHO IS YOUR AUDIENCE?

Admissions Officers

- Usually alumni of the school
- The reps who come present at high schools

They read hundreds of essays between November and March

They choose favorites to move on

WHAT ARE THEY LOOKING FOR?

Personality

No spelling mistakes- shows you took your time & are detail oriented

Thoughtful message

Compelling story

Something you did not already say in other places in the application

FREQUENTLY ASKED COLLEGE ESSAY QUESTIONS

Describe a person you admire

Why do you want to attend [insert school name here]

What is an extracurricular activity that is meaningful to you?

Recount a time/incident you experienced failure. What did you learn?

Source: The Princeton Review

11 MISTAKES TO AVOID

- 1. Don't be offensive.** Hey, we get that it's hip to be edgy. We're with it. But watch that you don't overstep the bounds of good taste in your essay when ruminating on faith, race, socioeconomic status, sexual orientation, or politics.
- 2. Avoid controversial political topics.** You're in the Tea Party. The admissions officer is a communist. Step back, everyone, this could get ugly.
- 3. Don't be negative.** It's not okay to talk about your dead dog in your college essay, unless Fido's death spurred you into caring about the plight of homeless animals so much that you felt compelled to start your city's first animal shelter.
- 4. Beware the overshare.** There are some things that the admissions office does not need, or want, to know.
- 5. Don't disparage the school you're applying to.** You're trying to get in, right? Just...just don't do it, okay?

11 MISTAKES TO AVOID

- 6. Don't be “too creative.”** The admissions office at Vanderbilt is looking for a solid, real, interesting piece of prose, not a Shakespearean sonnet.
- 7. Don't be arrogant.** Highlight your strengths in your essay, but not at the expense of others.
- 8. Answer the essay prompt.** We've discussed this before, but it's another one of those things we can't say often enough, rather like “Brush your teeth twice a day” and “Milk belongs in the fridge, not on the counter.”
- 9. Don't write too little.** There's a word limit attached to your essay, which means that the admissions office thinks you'll have *at least* that much to say about their prompt.
- 10. Remember what your English teacher taught you.** Check for spelling and grammar errors, write in paragraph form, and don't use profanity.
- 11. Don't spell the name of the college incorrectly.** It's “Johns Hopkins”, not “John Hopkins.” Yeesh.

TIPS: HOW TO WRITE A GREAT COLLEGE ADMISSIONS ESSAY

See handout

AN EXTRA TIP: GRAB THEM WITH THE FIRST LINE

First lines from the application essays of Stanford's newest class.

Unlike many mathematicians, I live in an irrational world; I feel that my life is defined by a certain amount of irrationalities that bloom too frequently, such as my brief foray in front of 400 people without my pants.

Sitting cross-legged on the floor of a Bhimanagar slum dwelling in Bangalore, I ran my fingers across a fresh cut on my forehead.

I almost didn't live through September 11th, 2001.

When I was 8 years old, I shocked my family and a local archaeologist by discovering artifacts dating back almost 3,500 years.

When I was in eighth grade I couldn't read.

ACTIVITY- SAMPLE ESSAYS (JOHNS HOPKINS UNIVERSITY)

- Get into groups of 3-4
- You will be given Megha and Isaac's Essay
- Read them and discuss why you think they're strong
- Then we will discuss as a group!



ESSAYS THAT WORKED

<https://www.apstudynotes.org/essays/>

Express Your Personality: How to Write a Great College Admissions Essay

Show AND tell; don't simply write that you are a leader; show us how you lobbied the administration to change the study hall policy.

Essays show who you are, not simply what you've done.

Don't ask "what does the admission committee want to read?" but instead ask yourself, "What is it about me that I want to be sure colleges know?"

The person writing the essay should be the only person in the world who could ever possibly write it. In other words, tell a story only you could possibly tell.

If you are having trouble narrowing down your focus, describe your morning routine. Then, narrow further by describing brushing your teeth. The tooth-brushing description is usually detailed, descriptive and involved. Note how this is different from the broader description of your morning routine.

Have a stranger read your essay and write three adjectives that describe the person who wrote it; do they put curious, compassionate and eager or boring, stilted and full of themselves? Which words do you want to be known as?

Write about something personal that you can be **passionate** about. If your essay comes from the heart, the admissions committee will take notice.

Don't tell us about the action, tell us about your reaction to it. This holds true for the class trip to France, the 3-day solo on Outward Bound, the death of a grandparent, the loss (or win) in the championship game, etc.

If it's the first time you've thought about a topic, idea or philosophy, you should not write your college essay about it.

Write not about your goal, but about **how** you reached it.

Your essay should be about you. The essay is your golden opportunity to let your personality shine through. Admissions counselors read a number of essays/applications each day, so your essay may be the only way they can distinguish you from the others they read on any given day.

The Palate of My Mind

A question that every high school senior is familiar with is: “What kind of college is the right fit for you?” My criterion doesn’t appear in the deluge of admissions pamphlets; that’s because I want my school to resemble my favorite dish: the hummus-tabouli wrap.

...and Johns Hopkins University is the creamiest, tangiest, most flavorful hummus-tabouli wrap in existence.

The secret to any savory wrap lies in how its flavor is contained. Regardless of what outside influences are imposed upon it, the pita bread expertly holds all of its ingredients without allowing them to spill. Hopkins opposes outside pressures, unapologetically supporting individuals who are unafraid to break tradition. The OUTlist, an online database for Hopkins affiliates who openly identify themselves as members of the LGBT community, revolutionized the visibility of LGBT individuals in higher education and created a support network at the university. For students who are struggling with their identity (due to the fear of coming out to their families or friends), I want to help them express themselves and understand that they are not alone. I want to serve as an advocate as well as a source of comfort, like a homemade pita that is warm and soft, yet tenacious.

Next on our wrap is the core layer of hummus, lathered on the pita and heavy with expectation. Being the most renowned staple of the Mediterranean diet comes with its pressures, but hummus handles it well, always stepping up to the plate, ready for any intimidating food critic. Similarly, Hopkins’s academic diversity lives up to its reputation and more. The Classics Department offers 83 different undergraduate courses, with varied paths that students can take in the pursuit of cultural and literary knowledge. I hope to study the interrelationship of modern literature and culture and its classical roots in Latin by examining international texts in courses such as Latin Literature Beyond Hermeneutics taught by Professor Butler. I intend to further facilitate international communication—a modern necessity—by researching how English is adapted by different cultures. I can imagine narrowing my research from World Englishes to the fundamentals of the English language that bring about its malleability under Professors Celenza or Roller of the Classics Department.

After the hummus follows the influx of diced tomatoes, onions, and parsley, all varied in taste, combining to form the tabouli sauce. Tabouli is accepting of its ingredients, which when combined, bring to it a taste that is unparalleled by any other ingredient of wrap. I hope to spend my next four years in the Hopkins community learning alongside students from backgrounds starkly different from my own, who, like each component of tabouli sauce, bring their varied perspectives to discussions, an invaluable trait when studying how English has been adapted by different cultures.

In this world of flavorful foods and people, the delectable allure of Johns Hopkins University entices the palate of my mind. And I hope to eat my fill.

Intercom Enthusiast

The most exciting time to live in Vermont is mid-February. This is the time when one is given the privilege of a 30-minute walk to school in sub-zero temperatures, with a 30-minute trudge home in the dark after a long day. It's been four months since winter began, and it'll be two more until it's over. The firewood is being rationed to keep the house at a barely livable temperature, a steamy 50 degrees, and colds are so rampant that people lose half their body weight in phlegm each day. Yet, however dull Vermont may seem to students and teachers as they wrap themselves in layer after layer of flannel, make no mistake, today is the beginning of an era. Today is the day when Isaac (that's me) starts his job of putting smiles on grim faces as the reader of the morning announcements.

"But Isaac, that job is super boring! You just read what's written on a piece of paper," is what an uninformed person might say, someone who obviously doesn't know about my passion for annoying the tired and melancholic with smiling positivity. While expression and humor has not historically been a part of this process, and while ad-libbing has been strictly advised against, I go for it anyway. And why not? The worst possible outcome involves only a stern lecture and an expulsion from the job.

Fortunately, there is not much going on this week, which means I have some wiggle room with what I can say. The loud buzz of the intercom whines throughout the school, and the silent apprehension of the day is met, somewhat unexpectedly, with a greeting of 20 "yo's" and a long, breathy pause. I artfully maneuver someone else's writing into my own words, keeping the original intent but supplementing the significant lack of humor with a few one-liners. I conclude by reminding everyone that just because the weather is miserable today does not mean that we have to be as well.

Luckily, the principal loves it. And despite the fact that I urge everyone to interrupt my history teacher's classes to wish him a happy birthday, I get to keep my job for another day. I have people coming up to me left and right, telling me that I made them smile. When I hear that, I smile back.

For the rest of the month, I work to make sure that people hear my message: even though we are at the time when school and winter are beginning to seem endless, there are still reasons to grin. I urge people to attend basketball games or sign up for spring sports. I announce birthdays and other special events. Before every day, I make sure I have a message that will make people think, “you know, today might not be so bad after all.” After my month ends, the announcements have been changed. The next readers tell jokes or riddles, or sing songs and invite others to sing with them. I watch the announcements evolve from an unfortunate but necessary part of the day to a positive and inspiring event. It is now more than just a monotonous script; it becomes a time to make sure that everyone has at least one thing to smile about.

Life shouldn't have to be a dreary winter day; it should be the satisfaction of a good saxophone solo or the joy of seeing one's friends every day at school. It is the enthusiasm of a biology teacher, the joy of a sports victory, and even the warm messages of a disembodied voice on the intercom. I use that message to help freshman feel less nervous at their first race or to encourage my friend to continue taking solos in jazz band. And in the most dismal time of year, I use that message in the daily announcements.