

DIRECTIONS FOR THE JUNIOR RESUME & PARENT BRAG SHEET

STUDENT:

Each member of the junior class is *required* to complete this resume! The Guidance Counselors *must have* this information available for the writing of college recommendations. Since many colleges & universities require letters of recommendation from their applicants, the information contained in this resume is essential background needed to write an effective letter.

The form provided for the Junior Resume *MUST BE TYPED OR PRINTED NEATLY* in the space given. Your responses will not be helpful in the writing of letters of recommendation if they cannot be read. If you need more room than is provided to answer any of the questions, you may attach an additional page. If on any part of the resume you do not have personal information to list, indicate N/A (not applicable). Neatness and correctness of expression and grammar are important.

Please turn in your Junior Resume and your Parent Brag Sheet to your English teacher *NO LATER THAN MAY 5, 2004!* You should *KEEP A COPY OF THE RESUME FOR YOURSELF* because the original will not be returned. The copy you turn in will be kept as part of your personal file in the Guidance Office. It will be available to any administrator, teacher, or counselor whom you ask to write a letter of recommendation during your Senior year.

PARENTS:

You have spent more hours with your child than any other person, so we would like you to share with us your insights into your daughter's/son's character, personality, and abilities. The information you provide will aid teachers and counselors with the writing of college recommendations. Sample responses have been provided to give you an indication of how you may wish to respond to the questions. You may use complete sentences or bulleted points. Please follow the format suggested and answer the questions as completely as possible.

The Parent Brag Sheet *MUST BE TURNED IN NO LATER THAN MAY 5, 2004* with the Junior Resume to your child's English teacher. Please *KEEP A COPY OF THE BRAG SHEET FOR YOUR FILES*, as the original will not be returned. It will become a part of your daughter's/son's personal file in the Guidance Office. It will be available to any administrator, teacher, or counselor whom is asked to write a letter of recommendation during the Senior year.

JUNIOR RESUME

PERSONAL INFORMATION:

Name _____ Social Security # _____

Address _____

Phone _____ Date of Birth _____ Age _____

In what year and what grade did you first enter Chaminade? _____

List any other schools you have attended besides Chaminade:

Other high schools _____

College classes _____
(Name of college and courses)

Summer programs _____
(Name of program and location)

(Name of program and location)

Enrichment classes or programs _____
(Name of class or program and location)

(Name of class or program and location)

FAMILY HISTORY:

Mother's full name _____ Occupation _____

College(s) attended _____ Degree _____

Father's full name _____ Occupation _____

College(s) attended _____ Degree _____

Are parents separated or divorced? _____ If so, with whom do you live? _____

Please list siblings:

<u>Name</u>	<u>Age</u>	<u>Education Status</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Is there any family background or personal information that you think I need to know about you to be able to explain any dramatic rise or fall in your academic performance?

STATISTICS:

Grade Point Average _____

Have you taken the SAT I or ACT? _____ If so, what were your scores?

Test Date _____ ACT _____

Test Date _____ SAT Verbal _____ SAT Math _____

Test Date _____ SAT Verbal _____ SAT Math _____

Have you taken any SAT II tests? _____ If so, please list:

<u>Subject</u>	<u>Score</u>	<u>Subject</u>	<u>Score</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

What AP tests have you taken or do you plan to take before graduation?

List any awards (most recent first) you have received:

<u>Award</u>	<u>Description</u>	<u>Grade/year it was received</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

EXTRA-CURRICULAR AND PERSONAL ACTIVITIES:

School-related activities (clubs, teams, service organizations, student government, etc.) If you hold/held an office or particular responsibility, please describe. (Most recent first):

<u>Activity</u>	<u>Please Describe</u>	<u>Grade/Year</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

List and describe any activities in which you have taken a leadership role.

<u>Activity</u>	<u>Please Describe</u>	<u>Grade/Year</u>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

List and describe any non school-related activities in which you have participated:

<u>Activity</u>	<u>Please Describe</u>	<u>Grade/Year</u>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

List and describe any community service you have done: (It would be helpful to know what, specifically, you do and why this volunteer work is important to you.)

<u>Activity</u>	<u>Please Describe</u>	<u>Grade/Year</u>	<u>Hrs. of Service</u>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>

List and describe any work experience you have had:

<u>Employer</u>	<u>Describe Type of Work</u>	<u>Grade/Year</u>	<u>Hours</u>
<hr/>	<hr/>	<hr/>	<hr/>

PERSONAL QUESTIONS:

1. List three adjectives that describe you both academically and personally.

2. Regardless of the grade received, what has/have been your favorite school course(s) and why do/did you like them? Be specific about what was interesting about the class/classes.

3. What do you consider to be your academic weakness and what have you done to overcome that weakness?

4. If you were to describe yourself as a student, how would you do that? Give a specific example of an academic accomplishment in high school of which you are especially proud and explain why.

5. Describe a/an experience/class/teacher/project/lab/movie/book, etc. that changed your viewpoint or attitude in some way. Describe the experience, etc. in detail and explain why it changed you.

6. List two teachers you plan to ask to write your letters of recommendation.

7. Are there any special circumstances, unusual challenges that you think I should know about to help me write a good letter. If so, please explain in detail.

PARENT BRAG SHEET

Student's Name _____

Name of Person(s) Writing _____

Please read the following questions and review the examples of possible responses. Retype the questions and your answers on a separate sheet of paper and submit your "parent brag sheet" along with your child's resume.

1. The words that first come to mind to describe our daughter/son are:

The first words that come to mind when we think of Jon are athletic, intelligent, friendly, mature, hardworking and a leader.

2. We would like you to know the following information/anecdote about our daughter/son:

Jon is a high achieving student/athlete. He puts a great deal of effort into making sure his grades are above a 3.0 and that he is in tip-top shape for football and volleyball seasons.

Jon had a very difficult first semester of his sophomore year. A close friend of Jon's died in a car accident. For the first time in his life, Jon experienced death. He was devastated and depressed for most of the first semester. His grades dropped, and he had a fear of driving or riding in a car. We sought therapy for Jon, and presently he is doing much better. Truly our son is a fighter. He is a caring young man with a big heart. Jon is an active member of SADD, Students Against Driving Drunk. He takes this very seriously.

3. Our daughter's/son's strengths, weaknesses, & challenges are:

- great study habits and focus
- a good head on his shoulders
- analytical skills and excellent with computers
- has many friends and good social skills
- articulate
- his numerous activities present time challenges
- foreign languages have been difficult

4. We think she/he would do best in the following college setting (size/location/etc.):

We think Jon would do well at a small to medium-size college that offers Business and International Relations as majors. It is important to us that he remain on the West coast. We feel a college campus where he is known by his professors and peers would also benefit him. Jon loves sports and leadership activities. Any opportunity to play football or volleyball and get involved socially would help him become a well-rounded person.

5. What else should we know about your daughter/son?

Jon is a very good student. He will add a great deal to any college campus he attends. Yes, we are making this statement boldly about our son. We are very proud of him and only want the best for him. We would really like him to get a scholarship to help with costs because, so far, he is only interested in attending private universities which are expensive.

Jon recently got a job as a volunteer at our church working in the soup kitchen serving food to the homeless. We have seen our son grow mentally and spiritually.

6. In what ways has your daughter/son exhibited growth, leadership skills, or teamwork?

Jon has shown a true sense of teamwork through his activities in football and volleyball. He acts as a mentor for students new to the team, spending numerous hours helping them develop their athletic skills.

He is also active in the "Big Brother" program at our church and helps to lead youth groups.

Note: Your school recommendation is an important part of your college application. The counselors need your help if we are to effectively advocate on your behalf. The better we know you, through personal meetings as well as your junior resume, the better job we can do to help you meet your goals. The following is an example of the type of letter we'd need to send for a student who fails to meet with us and who has not provided us with the necessary information.

Dear Admissions Committee

Because I do not have the pleasure of teaching or coaching Muriel, and because she has not scheduled a meeting with me nor has she completed a required questionnaire, I'm limited to describing the young lady I see passing me quickly in the hall.

Muriel is cute and bouncy, her appearance is usually tidy, and she consistently has a colorful assortment of pens in her pencil bag so one could expect that she will always arrive at her college classes well equipped to take notes and complete exams. (Again, this is a guess, as I've never had the privilege of speaking with Muriel and getting to know her promise of contribution as a scholar, something I know is extremely important to your professors. Will you please send them my apologies? Usually I like to say something about a student's academic passions and interests but in this case I guess we're limited to her grades and scores.)

I must assume that she should be considered an independent learner as she does not seem to need my guidance through the college selection and application process. I presume she is taking responsibility for all the requirements you have in your application and I hope she had someone check over her application essay for spelling errors and subject matter. In any case, if you are looking for an independent student who won't bother professors ever, you seem to have that candidate in Muriel. Of course, it could be that she has a morbid fear of adults who have comfortable chairs in their offices and plenty of chocolate, because both of those things are available in the Chaminade Guidance Office at all times.

Organizational skills are apparent. When I have passed by her open locker, it always appears to be clean and the contents efficiently categorized by subject area. What her favorite subject is, I couldn't tell you—nor do I have any idea what she does outside of class, though a couple of photographs inside the locker door appear to have a field hockey stick in them. Or maybe that's a croquet mallet. Or a baseball bat. I can't be sure. In any case, she must be pretty busy with something.

As best I can tell from a distance, Muriel will be an addition to whichever campuses she's considering for application. I honestly couldn't say whether she'll be a positive or a negative addition because I just plain don't know her. But I'm sure you'll like her just the same. Well, I think so, anyway.

Sincerely,