



WCA COUNSELOR CHATS

Topic: Resumés & Recommendations

"I will instruct you and teach you in the way which you should go.
I will counsel you with my eye upon you." - *Psalms 32:8*

All seniors are strongly encouraged to complete a college resume by the time school begins in August of the senior year. This is a great way to highlight activities, church involvement, community service, and leadership positions. There are many acceptable styles for resumés, but they must be easy to understand and should be no more than one page in length. A sample resumé is included, but students may select other styles as well.

Resumés are placed in application packages with transcripts, recommendations, etc. Also, a resumé (along with a hand-written thank-you note) should be provided to each teacher when students request them to provide a letter of recommendation.

Teachers are NOT required to write letters of recommendation and usually find that they have to write them on their own personal time. Students should demonstrate a work ethic worthy of a letter of recommendation. Respect and thank-you notes are a MUST! Do not wait until "the last minute" to request recommendations. A minimum of two weeks' notice is reasonable!

Most students will need two letters of recommendation from teachers (assuming that these requests are made). Many students also choose to obtain an additional recommendation letter from someone in the community such as a coach, pastor, youth pastor, leader of a volunteer activity in which the student has been involved, family friend, etc. This can be very effective in revealing a side of the student which is not always evident to teachers. Such letters must NOT come from parents or someone who is perceived to have influence at the particular college or university, as this would not be an appropriate reference. Not all colleges and universities require letters of recommendation, and in some cases, more is not better.

See the next page for a sample resumé:

USA SUPER STUDENT

1000 University Dr. Collegetown, USA 12345

123-456-7890

Email: student@triad.rr.com

ACTIVITIES

Varsity Swimming grades 9, 10, 11, 12

All District - grade 11

Captain - grade 12

State Champions - grades 10,11

Wind Ensemble - grades 9, 10, 11, 12

Student Director - grade 12

All-state - grade 12

Drama Productions - grades 9, 10, 11, 12

Male lead in High School Musical - grade 11

Diakonos Service Club - grades 10, 11, 12

Leadership Team - grades 11, 12

HONORS

American Citizenship Award - grades 10, 11 (five at each grade level)

National Honor Society - grades 11, 12

Vice President - grade 11 (responsible for induction ceremony)

Senior Beta Club - grades 10, 11, 12

Secretary - grade 11

ACSI Leadership Conference - grade 11

West Point Summer Program - grade 11 (highly selective program)

COMMUNITY

Habitat for Humanity volunteer - grades 11, 12

Jamaica Missions Trip - summers between grades 10 and 11 and grades

11 and 12 (helped with construction projects and with services to children in orphanages)

Church Youth Group Student Leader - grades 11, 12 (responsible for planning programs)

Open Door Ministries - grades 10, 11, 12 (served meals at the homeless Shelter)

EMPLOYMENT

Childcare - responsible for three children, ages 3-8

Chick-fil-A - worked in customer service fifteen hours per week in summers