

Sonoma Valley High School

Academic Resume

The information provided on this form will be used to write the recommendation(s) you need to complete your application to colleges and universities and to apply for scholarships. It is important that you detail as completely as possible all information concerning your interests, special talents, and extracurricular/volunteer/community service activities. Be specific! List everything about yourself, no matter how insignificant it may seem to you.

You will need letters for private universities and colleges, scholarships, special program, etc.

STEP 1: ASK!

- Ask the person from whom you need a recommendation (teacher, counselor, administrator, community member) if he/she might be willing to write a recommendation for you.
- Be sure to do this a minimum of 10 working days prior to the deadline.
- During December and January, more time needs to be allotted. Any recommendations and/or college applications due in December must be requested by Wednesday, November 10, 2010. Any recommendations and/or applications due in January must be requested by Friday, December 3, 2010.
- The more time you give the person to write the recommendation, the better it will be.

STEP 2: Provide for each teacher, counselor, administrator or community member who will be doing a recommendation for you:

- A copy of the recommendation form (if there is one)
- The date(s) the recommendations are due
- To whom and where the recommendation goes (either mailing address or email address)
- Any information about what the college/scholarship is looking for in a candidate
- If the recommendation is not done online, provide a stamped, pre-addressed envelope for each recommendation. Be sure to put enough postage (2 standard stamps should suffice).

STEP 3: Say thank you!

- After the recommender is finished, send a thank you card.

Identify two teachers from ACADEMIC subjects who know you well (preferably from your junior or senior year):

Identify any other teachers from any other classes that know you well:

** Note: Your social security number is only being requested on the next page in case the recommender needs to provide it as part of the recommendation. If you do not feel comfortable listing it or do not have one, you may leave that space blank.*

SECTION II: In this section, be sure you list all detailed information such as: the year, team, weight class or position, hours worked or specific office held. If you need more space than is provided, add any addition information in the space at the end.

1. List and briefly describe all school activities in which you have participated and any school organizations/clubs to which you have belonged as well as any offices held. Please be specific.	Grade Level(s)
A.	
B.	
C.	
D.	
E.	
F.	
G.	
H.	

2. List sports and level (JV, Varsity, etc) in which you have participated (school and non-school):	Grade Level(s)
A.	
B.	
C.	
D.	

3. List and briefly describe all out of school activities in which you have participated (community service or other volunteer work, church, tutoring, scouts, youth group, etc.). Please list details and be specific.	Grade Level(s) or how long?
A.	
B.	
C.	
D.	
E.	
F.	
G.	
H.	

4. List and briefly describe all work experience for which you were paid:	Grade Level(s) or dates:
A.	
B.	
C.	
D.	

5. What is the most meaningful extracurricular experience you've had and why?

6. List all awards/honors in high school, no matter how small you feel they are:	Grade Level(s)
A.	
B.	
C.	
D.	

7. List any public speaking that you have done:

8. List any significant travel experiences you have had:	When?
A.	
B.	
C.	
D.	

9. List the three qualities you think your teachers like best about you:

- 1.
- 2.
- 3.

10. List the three qualities you like best about yourself:

- 1.
- 2.
- 3.

SECTION III: Describe in essay format (minimum 500 words) any significant obstacles or hardships you have overcome. Do not state mere generalities. Give details. If you already have this information written for a prior application, you may simply attach it to this resume.

SECTION IV: Write a statement about what you consider to be your strengths and/or uniqueness. Do not state mere generalities. This should be a minimum of 500 words. If you already have this information written for a prior application, you may simply attach it to this resume.

SECTION V: Please list any other important information or additional information from prior sections. Reference or identify the question or section with the information you are including.