



The Write Stuff

*Resumes,
Recommendations
& Essays*

Presented by:

The NHHEAF Network Organizations' Center for College Planning



1.888.747.2382, x119 • nhheaf.org • collegeplanning@nhheaf.org



- What is it?
- When should I get started?
- Why do I need one?
 - Letters of Recommendation
 - College Interviews
 - College Applications
 - Scholarship Applications

You Must...

- Limit it to **1-2** pages
- Include personal contact info
- List activities chronologically
- Only include information from high school
- Use basic font like Times New Roman or Arial

You Should...

- Consider categories such as:
 - Awards, Leadership, Clubs, Sports, Community Service, Employment, Internships / Job Shadow
- Indicate years of involvement
- Include level of participation
 - Captain, Treasurer, Shortstop
- Include key terms or duties
 - Coordinated school dance, designed web page, participated in 5K fundraiser

Tip: →
Keep your
e-mail address
simple and
professional!

Tip: ↗
If you include
your GPA,
note what scale
your school uses.
Ex. 3.2 out of 4.0 scale.

Joe College

100 High School Lane
New Hampshire 03000
(603) 225-6612
joecollege@nhheaf.org

PROFILE

Energetic, hard-working student skilled in computer software and art. Specific interest and knowledge in graphic design.

ACADEMICS

Any High School, Town, New Hampshire
High School Diploma, expected June 2018

- Top 20% of class
- GPA: 3.2 (out of 4.0)
- SAT: EBRW: 530, Math: 610
- National Honor Society, 2017 - present

ACTIVITIES & ACCOMPLISHMENTS

- Varsity Baseball Team, 2014 - present
Team Captain, 2017
2015 State Championship Team Member
- Robotics Club, 2014 - present
President, 2016 - 2017
Coordinated 3rd Annual "Learn About Careers in Robotics" conference
- Student Council
President, 2017 - 2018
Coordinated Community Service Day

CAREER DEVELOPMENT

- Apple Store, Town, NH 2016 - present
Genius at Genius Bar
- Greater Chamber of Commerce, Town, NH - 2017 - present
Graphic Design Intern
Creator, Online Graphics Library
- Animal Haven Town, NH - 2015 - present
Volunteer and annual Cleanup Day organizer
Lead, Website Redesign Committee

Tip:
It's okay if you don't
have all of this
information...some
high schools may not
calculate rank. Just
include what you do
have!

Tip:
If you haven't taken your
SAT's yet, include
"expected test date".

If you do not have your
scores back yet, include
"test taken on date".

Who to ask?

- Your school counselor
 - Many colleges require a LOR from your school counselor
 - Make an appointment to go see your counselor so that s/he has the chance to get to know you better
- You may need a LOR from *one to two teachers*
 - Ask a teacher who teaches the subject that you want to study in college
 - Ask a teacher who knows you well
- Ask someone who can speak to your:
 - volunteer and community service involvement
 - leadership ability
 - athletic/academic commitment
 - work ethic

How to Ask?

Ask in person, NOT through email

- Give recommenders your resume or student brag sheet
- Give recommenders a list of the colleges to which you are applying and the deadlines for admission
- Make it clear how recommendation should be sent:
 - Common Application, Naviance, email, snail mail
- Write a thank you note to your recommenders
- Share your acceptances with your recommenders

When to Ask?

**Before the end of your junior year if possible,
but at least 1 month notice**

The college essay can:

- Share information not yet featured
- Add detail or context to achievements
- Connect the dots for admissions officers

Common App Essay Prompts:

- “Some students have a background, identity, interest, or talent that is so meaningful they believe their application would be incomplete without it. If this sounds like you, then please share your story.”
- “The lessons we take from failure can be fundamental to later success. Recount an incident or time when you experienced failure. How did it affect you, and what did you learn from the experience?”

- Locate the essay prompts on each college's specific website and/or commonapp.org.
 - 1. "Some students have a background, identity, interest, or talent that is so meaningful they believe their application would be incomplete without it. If this sounds like you, then please share your story."
 - 2. "The lessons we take from *obstacles we encounter* can be fundamental to later success. Recount a time when you faced a *challenge, setback, or failure*. How did it affect you, and what did you learn from the experience?"

- Tips for brainstorming & writing:
 - Talk it out and have a friend take notes
 - Chat with family about ideas
 - Free write
 - Look through previously written papers, essays & journals

- Tufts University – “Past Essays that Mattered”
<http://admissions.tufts.edu/apply/advice/past-essays/>
- Connecticut College – “Essays that Worked”
<https://www.conncoll.edu/admission/apply/essays-that-worked/>
- Hamilton College – “College Essays that Worked”
<https://www.hamilton.edu/admission/apply/college-essays-that-worked>

DO

- Write to a person
- Be unique and honest
- Tell a story
- Keep on topic
- Be clear and concise
- Give it your own flavor
- Showcase your style, voice and personality

DON'T

- Write to an institution
- Use slang/profanity
- Use texting language
- Copy or plagiarize
- Go over word limit
- List all of your accomplishments
 - Instead highlight 1 or 2

Edit, then Edit, then Edit Again

- Get feedback from at least 2 other people
- Read it out loud
- Proofread, proofread, proofread
- Make sure each sentence has a purpose
- Give it distance and then revisit with fresh eyes

- “Have I answered the question?”
- “What message do you get about me?”
- “Is my essay personal enough or too generic?”
- “What would separate me from the crowd?”
- “I have a hard time with _____ (fill in your common mistake area), could you check for this issue specifically?”

Is It Time to Hit “Send?”

- Do you feel like you have clearly conveyed who you are?
- Is your last draft significantly better than your first?
- Do you know you’ve shared something about yourself that you want your reader to know?
- Did you follow instructions and do a word count?

Questions?

- The NHHEAF Network Organizations'
- Center for College Planning
- 1.888.747.2382 x119
- www.nhheaf.org
- collegeplanning@nhheaf.org

